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NAHSL Executive Board Meeting

UMass Worcester - The Lamar Soutter Library

March 5, 1999

Present: Present: Kathy Brunjes, Sharon Eckert, Sydney Fingold, Mark Gentry, Sue Jagels, Patty Kahn, Irene Lathrop, Joan McGinnis, Florence Mercer, Alice Reed, Tovah Reis, Julie Richardson, Debbie Sibley, Mary Ann Slocomb, John Stey Guest: Marybeth Edwards, NAHSL Membership Liaison to MLA

TOPIC

Debbie Sibley welcomed everyone and called the meeting to order at 10:00 am. Introductions of the Executive Board were made.

Announcements: Mary Ann Slocomb is now at UMASS, as Access Services Librarian, full-time.

Chair's Report

Discussion: Debbie passed out the NAHSL '98 Final Report. This report has been sent to the NAHSL '99 Conference Planning Committee. Debbie announced that Len Levin from New England Baptist Hospital has volunteered to be the Marketing Chair. EBSCO is calling for more volunteers to participate in the NE pricing survey; this entails a one-hour site visit by EBSCO with interview. EBSCO is interested in obtaining information on why we do not like their pricing models (!). Currently there are seven volunteers, and EBSCO would like to have ten (of the seven, most are from larger institutions).

Action: For informational purposes.

Minutes

Action: Minutes of December 4, 1998 were accepted as presented, after question about the start time of this meeting was answered.

Treasurer's Report

Discussion: Mary Ann distributed the Treasurer's Report, dated 3/1/99. The treasury ending balance as of 3/1/99 is \$54,871.22. The checking balance is \$1,181.40. The treasury has increased by almost \$21,000. Of note: the Annual Treasurer's Report for 1998 was submitted for review at this time.

Discussion: Mary Ann offered a new check request form for review. Her new address, phone number, etc. has been added to this form. Mary Ann asked that all old forms be discarded, and use this new form, effective immediately.

Action: Debbie asked the Board to consider what we could offer the membership from the extra treasury funds. **Committee Reports**

Archives

Discussion: Sydney reported that the Committee has not met since the Annual Meeting, but will meet to organize the MLA Centennial and Fabulous@Forty material. The Archives are

full! The Committee needs to reorganize the box. The pictures of the Annual Meeting have been processed and one set was given to Mark Gentry for mounting on our web site. One set of photos was sent to Barbara Henry of MLA; some of these pictures will be published in the National Network (Newsletter of HLS). Action: No action required.

Automation

Discussion: Mark reported that National meeting are being listed on the website, and that the benchmarking information has been recently expanded with information on how to obtain a password to retrieve the cohort data. NAHSL '00 preliminary data was loaded on 3/4 pm. Kathy asked about having the scholarship form and criteria as a regular part of the webpage, rather than just having it available during conference time. Tovah reported that she has not been receiving any NESHL-Exec postings.

Action: Kathy will send Mark the revised scholarship form and criteria to post on the webpage. Mark recommended that the Board use some of the treasury to have an access database created (that would run on the server) for the membership list. Mark will look into Tovah's omission from the Executive Board listserv.

Benchmarking

Discussion: Julie Richardson passed out the proposed short survey, which was reviewed by the Board with suggestions made at this time. Some Board members would like to see questions relevant to what librarians/libraries are providing for services now that they didn't provide five years ago. Mark reminded the Board that questions have to be such as to generate a statistical analysis. The Benchmarking Committee needs more members. Tovah suggested that this call for membership on the committee be made to the entire NAHSL list. Julie stated that the committee is working with Automation to come up with passwords that would allow access to cohort data from the "formal" benchmarking survey. John Stey reminded the Board that LIBIDS will change in Summer/Fall 1999, in case this affected the passwords in any way.

Action: A call for members to join the Benchmarking Committee will be posted on the NAHSL list.

Bylaws

Discussion: Irene reported that everything is status quo! The Bylaws Committee is still seeking a Chair. Irene also reminded the Board that the Committee is responsible for maintaining an up-to-date Policy and Procedure manual.

Action: No action taken at this time.

Chapter Council

Discussion: Suellen distributed her Annual Report to the Chapter Council Chair. Currently, Suellen is serving on the Chapter Sharing Roundtables Committee, and she noted that page 21 of the MLA '99 preliminary program has the list of roundtable topics (17 topics). Suellen has responded to the following inquiries from other MLA Chapters:

- achievement award
- internships

- how we handle scholarships
- Credentialling Liaison
- AHIP credentialling requirement changes.

Suellen reported that Janie Kaplan is our Chapter Council alternate representative, and that Joan Yanicke is our Credentialling Liaison. Action: Suellen will check if Joan will be available at the MLA booth to answer any credentialling questions; post on the NAHSL listserv that Joan is available to attend State meetings and her availability at MLA. Suellen was asked by the Board to bring back to MLA issues that we have with membership listings in the MLA Directory.

Conference '99

Discussion: Patty distributed a written report. The Conference Planning Committee is meeting on a monthly basis. Conference '98 final reports have been received. Patty has developed a timeline/table for all Planning Committee Chairs to refer to, which has been very helpful. The '99 CPC asked if there is a registration database already set up - the reply from Debbie Sibley was "no". The '99 CPC is extending an invitation to the MLA incoming Chair (Freida Weisse). First letters have gone out to exhibitors, and responses are coming in.

Tovah asked what the status is of the Conference Manual; Irene Lathrop reported that she is in the process of updating this. Mary Ann Slocomb asked to attend a future '99 CPC meeting, to discuss financials. Irene asked if the NAHSL Scholarship Chair was the same as the Conference Scholarship Chair; Kathy responded that these are two separate committees - one raises money, the other distributes money that has been raised/budgeted. Action: Mary Ann was invited to attend the March 11th planning meeting at Mercy Hospital, Portland. In case of snow, Mary Ann will attend another upcoming planning meeting. John Stey volunteered to run address labels for the postcard mailing.

Conference '00

Discussion: Irene announced that '00 CPC has had one meeting to date. William Anger (Brown Univ.) has replaced Mary Ann Slocomb as Registration Chair. The '00 Conference theme: "Portals to Partnership" (related to computers, partnerships with libraries and other institutions/businesses) was presented to the Board at this time. Action: The Board approved the NAHSL '00 Conference Theme, "Portals to Partnership."

Education

Discussion: Debbie reported for Karen Odato. Spring CE for "Plug-Ins Plus: Internet Add-ons, Plug-ins, and File Formats" is well underway, with numbers recorded as:

CT-17

ME - 12

NH - 12

RI - 13

MA - 16.

NAHSL '99 Conference CE workshops are being finalized. The Committee held conference calls in November and February, as well as conducted a "real" meeting. See Program Committee report. A list of three speakers' names was submitted to the Board for input (do

any Board members have knowledge of these speakers?).

Tovah asked the Board to consider the proposal that if space is donated by a hosting institution for NAHSL CE, that NAHSL offer up to two "spaces" to hosting institution staff to attend the program, after NAHSL registration has closed and if there is room for the additional attendance. Action: The Board approved Tovah's proposal/recommendation that up to two spaces be given to hosting institution staff (if the hosting institution is donating the room/space for the NAHSL CE) to attend the NAHSL CE, if there is room for the staff to attend after NAHSL registration has closed.

Finance

Discussion: Mary Ann reported that there have been no meeting since the last Board meeting (December). No one attended the Finance Committee meeting that was supposed to have been held just prior to today's Board meeting.

Government Relations

Discussion: No report.

Marketing

Discussion: Debbie Sibley submitted a motion to accept the nominee for Marketing Committee Chair: Len Levin. Action: The Board approved Len Levin as the new Marketing Chair.

Membership

Discussion: Debbie reported for Jeanene Light: 314 renewal notices were sent out in January; 148 responses have been received to date. Second notices will be sent out in March. Jeanene and Mark are working on updating the membership on the NAHSL webpage. The Membership Committee needs members! Tovah suggested that State Membership Chairs serve on this committee.

Action: NAHSL State Reps will be asked who their State Membership Chairs are.

News Notes Discussion: Debbie reported that Amy Frey will continue as News Notes editor.

Nominating

Discussion: Bob Sekerak submitted a written report. Committee has been formed, members being: Janis Silver and Carolyn Wilcox. Positions submitted: Conference Chair-Elect, Ed Donnald. The Committee is still looking for candidates for Treasurer and MLA Nominating Committee. At this time, the Board discussed that the position of Secretary was also due.

Information on the Achievement Award is posted on the NAHSL website. Nominations for this Award are now being considered. Bob has recommended that the nomination form and information concerning the NAHSL Achievement Award should be incorporated into the NAHSL Policy and Procedure Manual, as an appendix.

Action: Kathy will notify Bob of her willingness to remain as Secretary if no other candidates step forward.

Program

Discussion: Sharon Eckert passed out an outline for the Y2K? Ynot? Conference (NAHSL '99). The Board reviewed this outline, and made suggestions Re: adding a Finance Committee meeting on Sunday, Oct. 3rd from 5-6pm. Sharon asked for suggestions for possible Table Topics and speakers(Monday lunch period). Tuesday's program is in progress, with two of the four panelists confirmed. Sharon has asked Bob Sekerak to be moderator for Tuesday panel, and he has accepted.

Action: The Board recognized Sharon's/the Program Committee's work to date.

Scholarship

Discussion: Kathy proposed changes to the current scholarship criteria: eliminate #5, "Number of Scholarships per Institution" which would then cause Criterion #4 to read "An applicant may receive more than one scholarship per calendar year, with the total dollar amount not to exceed \$100 per calendar year. A record of scholarships awarded will be kept by the Scholarship Chair." In addition, Kathy proposed a change to Criterion #2: highlight "course" and "conference registration" in the second line, and add "Hotel/travel expenses do not qualify for NAHSL scholarship funds."

Action: The Board voted to approve the above changes to the Scholarship Criteria.

Discussion: The Board approved the Scholarship Committee's recommendation of \$1,500 for the 1999 Scholarship funds. Kathy also will add a trailer to the NAHSL check request form to reflect the scholarship criteria: "Please indicate if this award is for ___educational/course fee or ___conference/meeting registration. Please attach receipt or copy of signed course certificate or verification of attendance with this check request form. The Treasurer will return check requests without the proper documentation attached."

Action: Kathy will send Mark Gentry a copy of the revised scholarship criteria/application for posting on the website.

IFLA

Discussion: Tovah reported on the progress of this Conference: Co-chairs are in place for all Task Forces; April 22-23 there will be a meeting in Boston to interview potential conference planners; there have been 70 applications for Task Forces to date - including some NAHSL members; there is ongoing fund raising; the website for 2001 is still being constructed. Tovah will be attending the meeting in Bangkok, August 20th.

RML

Discussion: John Stey reported that they have hired Dan Dollar as the new Education Coordinator. The Technology Coordinator position is still vacant. John asked Board members for suggestions on where to advertise for this position.

A new Consumer Health Information Coordinator position (an outreach position) will be posted shortly; the position will be available starting 5/1/99. This person will be primarily coordinating services with public libraries.

EFTS II is in place; about all that was changed is the way the statements look. There will be a new policy statement coming out on EFTS.

Other issues: The RML Directors's meeting will be held the day before MLA begins - if we have any issues we want John to address, please E-mail him; the notice for outreach RFP applications has gone out; the Spring Document Delivery meeting will be held on April 22nd - NAHSL usually contributes funds towards sponsorship of this meeting, and John asked if NAHSL would be contributing again this year; Ralph is looking into a group purchase of MD Consult for resource libraries.

Action: The Board approved to co-sponsor the annual ILL/Document Delivery meeting, contributing up to half of the total costs, but not to exceed \$1,000.

MLA Credentialling Liaison

Discussion: No report.

State Reports ARISHL

No report; next meeting will be held March 17th.

CAHSL

(John Stey) Ed Donald is the candidate for Conference Chair-Elect, 2001. CAHSL is looking at bylaws and trying to determine what constitutes a quorum. They are looking into an electronic voting system to solve attendance issues/quorum issues. John is scheduled to give three presentations to public library groups. The April CE (4/9) is "Discovering Epidemiological Literature Resources."

HSL NH/VT

(Alice Reed) Their upcoming meeting is scheduled for May 5th, with a program on FirstSearch.

HSLIC

No report; no date set yet for the Annual Spring membership meeting. Suellen gave a brief overview of the Maine InfoNet project (the State-wide union catalog).

MaHSLIN

(Florence Mercer) Their annual meeting is scheduled for April 29th; "Libraries on the Verge...." at the Sheraton-Lexington Inn. NE Boston Regional in Stoneham is no longer a viable institution; Malden Hospital is slated to become an ambulatory care facility.

Old Business

None.

New Business NAHSL get together at MLA

Discussion: Sydney asked if there would be a NAHSL get together at MLA this year. Debbie will check into this and place an invitation out on the listserv.

Next meeting date will be June 11th at UMASS Worcester - room to be announced.

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,
Kathy Brunjes

Secretary

Menu



Comments, questions or contributions to mark.gentry@yale.edu



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