

NAHSL Executive Board Meeting

UMass Worcester - The Lamar Soutter Library Mezzanine

December 3, 1999

Present: Marj Anderson, Kathy Brunjes, Happy Copley, Cora Damon, Ed Donald, Marybeth Edwards, Sydney Fingold, Patty Kahn, Irene Lathrop, Len Levin, Norma Pellerin, Alice Reed, Debbie Sibley, Mary Ann Slocomb, John Stey, Joan Yanicke.

Patty Kahn welcomed everyone and called the meeting to order at 10:05 am. Introductions of the Executive Board were made.

Chair's Report

Discussion: Patty reported that the NAHSL '99 Conference Committee reports were being compiled; the final Conference Report should be ready soon. Preliminary review of evaluations look good; financials look good, too.

Action: For informational purposes.

Minutes

Action: Minutes of October 4, 1999: Kathy reported that she made one addition to the HSLIC State Report that was suggested by Patty Kahn ("Making the *PubMed* Transition"). October 4, 1999 Minutes were accepted as presented.

Treasurer's Report

Discussion: Mary Ann distributed the Treasurer's Report, dated 12/1/99; treasury ending balance being \$69,157.13. Preliminary figures indicate that at least \$8,100 was cleared on Conference '99; Patty Kahn advised the Board that there were still two outstanding contributions, totaling about \$3,000. Mary Ann stated that she was "leaving the treasury in excellent shape" and that Marj Anderson will be taking care of bills and the treasury after December 15th.

Marj Anderson asked the Board if the treasury should be transferred to her before or after Y2K. The Board advised that Mary Ann and Marj should work this out based on what bills and functions Mary Ann needs to take care prior to passing the treasury over to Marj.

Action: No action required.

Committee Reports

Archives

Discussion: Sydney reported that photos from the NAHSL '99 Conference have been forwarded to Barbara Henry for the *National Network* (Hospital Libraries section of MLA). A full set of all photos was sent to Patty Kahn, and a set for the NAHSL website will be sent to Mark Gentry. The third set of photos will go into the Archives. Sydney thanked Ed Donald for posting to the website the pictures he took.

Sydney's request during NAHSL '99 for missing NAHSL newsletters resulted in a number of matches. It was brought to Sydney's attention that there were periods when no newsletters were published, due to resignations of newsletter editors, etc. It is Sydney's estimation that, with the matches made since NAHSL '99, and periods of having no newsletters published, the Archives has a complete set of newsletters.

Two more cartons of materials have been received for the Archives. Carole Foxman and Sydney plan on finishing preparing the materials for storage when they meet on January 16th. Sydney has had one person volunteer to be on the Committee; Sydney suggested that this person join the Committee after January 16th. The Harvard Depository is still the Committee's first choice for archival storage; it costs less than \$25/mo. and will cost only \$3.00 for delivery per request. Marj brought up issues of climate control, stating that Harvard would be ideal for photos. Marj also suggested that Sydney negotiate payment once a year, rather than monthly.

Sydney announced that she expects Carol Foxman will become Chair of Archives.

Action:

Sydney made a motion to store 35 years worth of Archives in the Harvard Book Depository, keeping 5 years of Archives with the Archives Chair. The Board passed this motion.

Automation

Discussion:

Patty reported for Mark. Mark plans on holding a Committee meeting sometime in January. New members to the Committee are: Geoffrey Gerriets and Lyda Douglass, with Norma Pellerin and Jeanene Light invited to be a part of the Committee due to their Board functions.

The website is up-to-date for Board minutes and the current Executive Board. To the best of Mark's knowledge, all Executive Board members are now subscribed to the NAHSL-EXEC listserv. The Committee's goals over the next few months are to work on development of the NAHSL 2000 site, support Norma with the newsletter and getting the membership directory on the website in a database format.

Action:

For informational purposes.

Bench marking

Discussion:

Patty for Janie: Janie feels that with so much effort is going into the MLA initiative (and MLA is basing a lot of their benchmarking survey on NAHSL's efforts) it would be time consuming and perhaps wasted energy to put out a short survey. Only Ed Donnald, Jeannine Gluck, Chris Bell and Janie are left of the original Committee; in the event that the Board wants to go forward with putting out a short survey (financial information was glaringly omitted the first time around), Janie would not be able to participate (she is Chairing the content team from MLA and is committed to that).

Ed concurred that nothing has been done with the follow up survey other than a rough draft of the short form. The Board discussed that going forward with a short survey was voted on during the October Executive Board meeting and that closure needs to be done on this; NAHSL received the Chapter award last year for this project, and a follow up really should be done as part of this original project.

Action:

Ed will talk with Janie to see what MLA's time frames are, and what her time limitations are, and proceed with finalizing the short survey.

Bylaws

Discussion:

Mary Ann reported no activity.

Action: No action required.

Chapter Council

Discussion: No report from Suellen.

Action: No action required.

Conference '99

Discussion: Patty reported that most final reports from Conference Committees have been received; preliminary review of Conference '99 evaluations show a 95% overall rating (good-to-excellent).

Action: Patty will continue to gather final reports and have these available to the NAHSL 2000 Conference Committee shortly.

Conference '00

Discussion: Irene reported that there has been nothing new added since Conference '99; the Conference Planning Committee will meet next week, and the Hospitality Committee has toured various sites in Newport. Irene expressed some concern that Kim Lavoie (Program Chair) has not reported any activity, and Irene is unaware of what has been done in finalizing programs. Members of the Board asked who is on this Committee - it appears that the Program Committee does not have a complete roster of members. Ed Donnalld will contact Kim to suggest a program committee member from Connecticut, and Patty will ask Sharon Eckert to contact Kim and offer help in getting the Committee going.

Action: The Board advised Irene to contact Kim immediately to take charge of the Program Committee.

Conference '01

Discussion: Ed advised the Board that Evelyn Breck Morgen will be Co-Chair. Ed has contacted the NAHSL Conference Planner (Donna Wickstrand of Conference Hotels of New England) about helping with possible conference sites. Two sites have been investigated: Foxwoods and the Omni (New Haven) - Evelyn and Ed will conduct a site visit on December 9th (the Omni). Most Conference '01 Committees either have Chairs, or people have been "tagged" as possible Chairs.

Action: For informational purposes.

Education

Discussion: Cora reported that the final Conference '99 Education Report is not completed. The Committee has met via conference calls three times since Conference '99; the Spring CE topic on Micro Soft products has been tabled due to results from the mini survey distributed via the Listserv, and the fact that the topic cannot be taught in one day! A course on search engines, taught by Randolph Hock, has been suggested (the Committee has received glowing recommendations on this course). The drawbacks to this CE offering are the expenses involved (\$1900 for a full day or \$1600 for a half-day), one site vs. five sites, in-person vs. satellite course, the need for the Education Committee/education program to at least break even on expenses.

The Board discussed possible ways to provide a CE on search engines, and Cora will go back to the Committee with suggestions from the Board about offering this via satellite vs. five on-sites. Candy Schwartz (from Simmons) was suggested as a possible instructor for web searching. Cora reported that the Committee will meet in January to plan the educational component of the Fall Conference.

Cora reported that Conference '00 CE will be the same format as Conference '99: Sunday classes and Monday afternoon.

Action: Cora will report back to the Board when Spring CE has been determined.

Finance

Discussion: This is Mary Ann's final report as Treasurer. There was no Finance Committee meeting today. Mary Ann thanked everyone for sending their proposed budgets for FY 2000 on such short notice. Mary Ann and Marj will compile the proposed budget and email to Board members in late January. Mary Ann stated that last year the proposed expenses were \$71,000 with only \$40,000 spent to date. Mary Ann reminded the Board that NAHSL needs to look into some type of investment for some of the treasury money.

Action: The Board thanked Mary Ann for her diligence as Treasurer.

Government Relations

Discussion: No report. Barb Ingrassia is our new Government Relations liaison.

Action: For informational purposes.

Marketing

Discussion: Len reported that the Committee's first official meeting was held in Portland, during Conference '99. Their first initiative will be marketing CE. Len attended a RI Conference Planning Committee meeting; Marketing is planning on targeting groups with Conference announcements, vs. generic messages/announcements. The Committee is also looking at providing a mini course or topic table at Newport (Conference '00) on marketing yourself/library to administration.

Action: For informational purposes.

Membership

Discussion: Patty for Jeanene: Jeanene has received (unsolicited) about 20 membership dues for 2000. She is planning on sending out a mass mailing for 2000 membership renewals in late December. Mark Gentry is helping Jeanene with converting her Access database (membership) into a format that will post to the website. The focus of the Membership Committee this year is to get our membership list up-to-date and be able to keep it current via the website.

It has come to Jeanene's attention that there are five new MLA members in NE, who are not current NAHSL members; Jeanene is e-mailing these people.

Action: For informational purposes.

News Notes

Discussion: Norma reported that she has received two recommendations on how to improve *News Notes* (these came from her appeal to the full Membership); include State reports and work more closely with Marketing (to see where there is overlap). Mark has been working with Norma on posting to the webpage. Norma asked the Board if *News Notes* should keep the *Newsstand* format, or try something different? Discussion ensued Re: using the website instead of a printed newsletter. The question arose "is our webpage our newsletter?" Ed discussed the *Sounding Line* and how NAHSL could use this model. The Board suggested that *News Notes* be staggered with *Sounding Line*. Ed and Norma will talk about this. Norma told the Board that she sees the NAHSL newsletter meshing with the website, and wanted to get a feel from the Board if this was the way to go.

Action: The Board agreed with Norma that a good deal of what is in *News Notes* is also on the website, and that the *Sounding Line* model would be appropriate to follow (both print and web); trying for a quarterly posting to the webpage, with notification posted on NESL-L to remind people to check for news.

Nominating

Discussion: Debbie stated no activity.

Action: No action required.

Program

Discussion: No report - see Conference '00.

Action: For informational purposes.

Scholarship

Discussion: Kathy reported that Scholarship took in \$1158 at NAHSL '99, and gave out \$1155 in Scholarships. Kathy proposes to keep the Scholarship budget for FY 2000 at \$1500.

Action: For informational purposes.

IFLA

Discussion: No report from Tovah. The Board discussed the need to start thinking about ways to support the IFLA Conference 2001 (in Boston).

Action: For informational purposes.

RML

Discussion: John Stey reported that a server is currently down for maintenance. He asked that everyone document when problems with getting onto the website occur (time and date) and forward that information to him. The new DOCUSER rollout date has been moved to December 27th (from December 6th). John recommended that everyone logon to the DOCLINE test site to validate browsers.

John announced that the new Consumer Health Coordinator is Pam White (from Oregon).

John reported that NLM is willing to explore a National electronic billing system after
DOCUSER
is functional. The Library of Congress has asked about EFTS for Federal libraries, and CISTI has made inquiries about EFTS.

Region I is down three staff members. Becky Lyon is the new Associate Director at NLM, taking Betsy Humphries' position. The RML has decided to stick with L-Soft for at least one more year (listserv software).

Action: For informational purposes.

MLA Credentialing Liaison

Discussion: Joan reported on the positive feedback she received Re: having a presence at the MLA booth at NAHSL '99. The "Noodge" register is a major hit. There are currently 20-30 people receiving "noodges".

Action: For informational purposes.

State Reports

ARIHSL

(Kim absent) Ed Donald and Len Levin spoke at the ARIHSL Fall meeting. RI is looking into setting up a union catalog of books.

CAHSL

(John Stey) Joan McGinnis has retired. BJ Frey is moving back to New York. The Connecticut Hospital Association has approached CAHSL to help with their "Public Key Information Structure" - a system for secured information mandated by Medicare. CAHSL has been struggling with what to offer for CE programs; their meeting scheduled for December 15th will have a speaker from UCONN-Storrs - a PhD in Marketing.

HSL NH/VT

(Alice Reed) The HSL NH/VT Fall meeting was held the week following NAHSL '99 with programs on AHEC and the Commerce Clearing House. Darryl Hamson has moved to Virginia, leaving Parkland Hospital in Derry, NH without a librarian; Medical Records is responsible for the library and will continue to provide DOCLINE service. Alice asked the Board for input on how to handle interlibrary loan requests/document delivery issues from Parkland since there is no librarian, and the library will probably remain unstaffed. The Board advised Alice that this is a State consortium issue, and better addressed at that level.

Alice asked the Board what other states are doing about offering and maintaining state websites and listservs. The HSL NH/VT website is outdated and they have been struggling with whether or not to have a listserv. John Stey offered to establish a listserv for NH/VT; they currently maintain the HSLIC and CAHSL lists.

Alice reported that at their Fall meeting, AHEC advised them that AHEC has money for projects; HSL NH/VT is looking into Ariel for ILLs consortia-wide, and possibly coordinating a consumer health library/collection with a website hosting questions and answers from a library (like an "Ask Jeeves" model).

HSLIC

(Happy Copley) The HSLIC Fall meeting was held in Portland at Maine Medical Center - an all-day session on "Making the PubMed Transition". The HSLIC newsletter is going completely electronic, starting with the January issue. ME INFO NET - the state-wide union catalog - is in the stages of receiving participation commitments from libraries; there are approximately 20 libraries who have committed to full participation. HSLIC is developing a Y2K contingency plan for document delivery.

MaHSLIN

(Len Levin for Anita Loscalzo) MaHSLIN is looking for a new Chair for their Spring Conference; Mary Linn Bergstrom is leaving to take a position in California. The theme for their CE program is "State-wide Partnerships" with a keynote on competitive intelligence (April 27th at Tower Hill). The Resource Sharing Committee met as a committee with journal subscription agents in September. December 16th is the next MaHSLIN Board meeting and consortium chair luncheon - Patty Kahn will be attending.

Old Business

Patty Kahn asked that States keep NAHSL in mind when scheduling vendor fairs, to improve vendor participation at the NAHSL Conference.

Debbie Sibley suggested that NAHSL look into combining NAHSL Spring CE with State Consortia Spring CE; this might eliminate duplication of programs and assist States in providing quality CE.

New Business

HSLIC GOALS 1999-2000

The Board discussed possible goals for the coming year. The following goals were established (listed in order of importance):

1. Consumer Health/Patient and Family Education

(JCAHO Focus)

- collaboration with other libraries
- this could be our next Chapter Project
- include complementary and alternative medicine

2. Complete Benchmarking short survey project
 - distribute new survey, including financial questions
3. NAHSL Finances
 - investments - do it!
 - continue fiscal responsibility
4. Look at NAHSL committees to see if we have duplicate duties (**committee charges**)
Communication
 - review committee assignments (can we combine committees?)
 - communication between NAHSL and State groups (esp. CE, vendor fairs, etc.)
 - job postings (State and Region) - link with library schools
5. IFLA 2001
 - strategies for NAHSL participation
 - conduct a language survey within NAHSL - foreign languages that NAHSL members speak

Other New Business:

Maine Medical Center has hired a Head Hunter for their search for a new Director.

Southern Maine Medical Center is seeking a 30 hr/wk Librarian; Pat Goodwin's last day is today.

Debbie Sibley reported that UMass Medical School has five new OPAC stations. UMass Medical School is looking for a FTE Reference Librarian.

The meeting was adjourned at 2:00 p.m., the Finance Committee to meet directly following this business meeting. The next Executive Board meeting is scheduled for Friday, March 3, 2000.

Respectfully submitted,
Kathy Brunjes, Secretary



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



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