

**NAHSL Executive Board Meeting- Minutes –September 9, 2011-10a.m.-3:00p.m.**

**Present: Sue Warthman, Dina McKelvy, Linda Kaczmarczyk, Jeannine Gluck, Donna Belcinski, Cynthia Stewart, James Craig, Len Levin, Nathan Norris, Sally Gore, Lauri Fennell, Jim Craig, Ellen Brassil, Valori Banfi, Hongjie Wang, Susan Mahnken, Mary Ellen Bowen, Maureen Dunn, Christine Fleuriel, Lynn Sette (recording)**

**Approval of the minutes – Minutes approved**

<b>Topic/Committee</b>	<b>Person Responsible</b>	<b>Status/Discussion</b>	<b>Action</b>
<b>Demo of MegaMeeting</b>	<b>Sue</b>	With Kate Corcoran/MLA	
		<p>Multiple video windows and multiple users.</p> <p>Varying success with voice over IP – subject to institution’s bandwidth. Tends to go with telephone.</p> <p>Video not required.</p> <p>Can turn video, chat on and off.</p> <p>Can do polls - will be pop-up window.</p> <p>Survey allows multiple questions. Hasn’t been used a lot. Multiple choice questions.</p> <p>Seating – can see a seating chart and monitor a vote and feedback.</p> <p>Show my desktop/ computer sharing – can be used for presentations with video and chat.</p> <p>Noteboard – mini wiki to collaborate on wordsmithing.</p> <p>Whiteboard – set a background</p> <p>Given username and password to create a meeting and to control access to a meeting.</p> <p>Recordable only if voice over IP is used. MLA uses Camtasia.</p> <p>Cannot due both voice over IP and telephone.</p> <p>MLA can set up host account and provide training. Can help with set-up.</p> <p>Recommend Doodle for scheduling.</p> <p>Cost variable depending on number of connections.</p> <p>Fee for Chapters \$250.00 for each event.</p> <p>Can create reports – number of</p>	<p>Jeannine will take a look at Mega Meeting and we will shoot for a time in November to have a mock meeting.</p>

Topic/Committee	Person Responsible	Status/Discussion	Action
		<p>people...</p> <p>Charge hourly fees if they troubleshoot and help throughout a meeting/CE.</p> <p>Integration – FLV player – can show a video within a video but doesn't directly integrate.</p> <p>MLA in beta for Go to Meeting.</p> <p>NAHSL could use it for Board Meetings, annual meeting and CE.</p> <p>Too late to try for this annual meeting.</p> <p>Could try a mock meeting sometime before our December EB meeting. Perhaps the mock meeting could be fashioned more as a class to try out the features.</p> <p>Should this be considered for future use at the NAHSL Annual Meetings?</p>	
<b>Officer's Reports</b>			
<b>Chair</b>	<b>Sue Warthman</b>	<p>Margo Coletti most recent Innovations winner – congratulations.</p> <p>NAHSL has purchased SurveyMonkey.</p> <p>We have a new logo!</p> <p>Mid-year report to NLM – Sue will ask for our help to review her report. See report</p>	
<b>Treasurer</b>	<b>Linda Kaczmarczyk</b>	90, 017.18 in the treasury. See report.	
<b>Past-Chair /Nominating</b>	<b>Dina McKelvy</b>	<p>Conference Binder – still work in progress.</p> <p>Student Board members – suggestion – draft a letter of ways to get involved to hand out when students join NAHSL.</p> <p>SurveyMonkey – need to work out the process.</p> <p>Purchased for one year from date of purchase.</p> <p>Will be used for voting - Ballot</p>	Dina will start this process.

<b>Topic/Committee</b>	<b>Person Responsible</b>	<b>Status/Discussion</b>	<b>Action</b>
		<p>needs to go out late September for voting at the annual meeting.  Three nominations for the achievement awards.  Anne Fladger will be conference chair for 2013.  Still waiting for suggestions for nominees.  Other chairs needed:  Marketing  Professional Development  Electronic Communications  See report.</p> <p>Round of applause for Dina. This is her last meeting on the board.  Good job!!</p>	<p>Looking for a new treasurer!  Still looking for suggestion for the nominee for the MLA Nominating Committee.</p>
<b>Chair-Elect/Conference Chair '11</b>	<b>Kathy Stemmer-Frumento</b>	<p>Last meeting in August. Next meeting Sept. 19  Have 27 exhibitors.  Should the NAHSL reports be printed or just available on the website?  See report.</p>	<p>See you at the meeting!  Available on the website.</p>
<b>Conference Chair-Elect 2012</b>	<b>Cynthia Stewart</b>	<p>Woodstock and Quechee are a mess. Yikes! Woodstock Inn is closed until the holidays.  Theme for meeting - Medicine &amp; the Media.  Speaker Gary Taubes, Gill Welch?  Some layoffs in New Hampshire.  See report.</p>	
<b>Chapter Council</b>	<b>Len Levin</b>	<p>MLA in Seattle next year. See report.</p>	
<b>Committee Reports</b>			
<b>Archives</b>	<b>Jim Craig</b>	<p>Committee members needed for Archives  Jim willing to continue  See report</p>	<p>Will need a new Archives chair if you know anyone that may be interested.</p>
<b>Bylaws</b>	<b>Ellen Brassil</b>	<p>Anne Marie Romano and Ellen will look at the needed changes in the Executive Board Handbook as a result of changes from last year's annual meeting such as position descriptions.  Policy and Procedures Manual is</p>	<p>Ellen asked Sue and Dina to look at the position descriptions for chair and past-chair.  Change EB Manual on the website to EB</p>

<b>Topic/Committee</b>	<b>Person Responsible</b>	<b>Status/Discussion</b>	<b>Action</b>
		now the Executive Board Handbook.	Handbook.
<b>Education/CE</b>	<b>Alison Clapp Nathan Norris</b>	New committee chair is Jeannine Gluck. CE NAHSL 2011 – are all set – information on the conference website. NAHSL Innovations – joint Marketing and Education committee effort. Form on the NAHSL website. Thank you to Hongjie and Jeannine for doing CE classes this year. Round of applause for Nathan. Good job!!	
<b>Government Relations</b>	<b>Susan Mahnken</b>	Very little news. Copyright cases: Cambridge University Press et al v. Patton et al and Golan v. Holder. See report.	
<b>Marketing</b>	<b>Mary Ellen Bowen</b>	Mary Ellen has transferred all the versions of the logo over to Sally Gore on a thumb drive.	If you need NAHSL stationery, Sally will post it on the website for individual printing.
<b>Membership</b>	<b>Valori Banfi</b>	202 Total members	
<b>Professional Development</b>	<b>Hongjie Wang</b>	NAHSL awards – 8 applications approved. 1,955.00 awarded.	
<b>Electronic Communication</b>	<b>Sally Gore</b>	Thank you to blog contributors. Thank you to Ed Donald for the NAHSL Conference LibGuide. New logo incorporated into new banner on website. Archives now up to date on the site. Technology Grant – one application but not granted. See report.	
<b>Liaisons &amp; Representatives</b>			
<b>Credentialing</b>	<b>Claire LaForce</b>	Several members working towards AHIP Overall AHIP membership has decreased. See report.	
<b>NNLM/NER</b>	<b>Lauri Fennell</b>	7 applications for Subcontracts submitted.	

Topic/Committee	Person Responsible	Status/Discussion	Action
		COI – Health Literacy and Healthy Communities are the most active. More focused training in Maine.	
<b>State Representatives</b>			
<b>ARIHSL</b>	<b>Mary Ann Slocomb</b>	<p>ARIHSL would like to redesign their website.</p> <p>Some discussion of Campus Guides hosting the state organization's websites.</p> <p>New Med School at Brown – position posted.</p> <p>See report.</p>	<p>Investigate whether Campus guides would be willing to host state groups.</p> <p>State reps please ask state constituency for opinions on whether they would like to be part of the NAHSL Campus Guide.</p>
<b>CAHSL</b>	<b>Donna Belcinski</b>	<p>CT is also trying to redesign their website.</p> <p>Next meeting on Sept. 22 – Kathleen Lynch-Cartine, a Dale Carnegie trainer will present.</p> <p>See report.</p>	
<b>HSL NH/VT</b>	<b>Maureen Dunn</b>	Some layoffs in NH, some positions have been cut. See report.	
<b>HSLIC</b>	<b>Christine Fleuriel</b>	<p>Concern over MLA and NAHSL both in Boston in 2013. Should they be held closer in date? Actually NAHSL is not in Boston!</p> <p>Should we consider holding the NAHSL conference every other year?</p> <p><u>Senior moment for secretary. Thought somehow had missed decision to hold NAHSL in Boston.</u></p> <p>HSLIC is considering using their scholarship fund to help support librarians applying for AHIP. NAHSL will host the conference in 2014. Suggestion to have a regional planning committee for this conference. HSLIC needs help.</p> <p>MLA will be combined with ICML</p>	<p>Decision that MLA and NAHSL annual meetings will be held separately.</p> <p>Conference planning committee members – don't forget you can ask for help outside of your state.</p>

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		and UK Clinical Librarians.	
<b>MAHSLIN</b>	<b>Sally Gore</b>	No report.	
<b>Incoming Conference Chair 2013</b>	<b>Anne Fladger</b>	Both meetings in MA in 2013? Opinion of EB - Shouldn't be a problem. NAHSL might be on Cape Cod.	Dina plans to complete the conference binder by December to be available on the NAHSL website for Anne.
<b>Future Meetings</b>			
<b>Adjourned at 2:22</b>			October 31, 2011 at the annual meeting.

## **Chair's Report for September 9, 2011:**

Congratulations go out to Margo Coletti, the latest NAHSL Innovations winner. Read all about the plain language consent forms Margo created and implemented for Beth Israel Deaconess Medical Center on the NAHSL Innovations page under the Education tab, <http://nahsl.libguides.com/NAHSL>.

The Chair has been in contact with Kate Corcoran, Director of Membership and Information Systems for MLA, regarding the set up of a demonstration for MegaMeeting Virtual Meeting Services. The NAHSL Executive Board will review the software, interface, video settings and available tools at the September 9<sup>th</sup> meeting. Sally Gore will work with Kate on this demonstration. It is hoped that MegaMeeting will be used for board meetings, annual meetings and continuing education classes.

On June 17, 2011, The NAHSL Executive Board voted to purchase SurveyMonkey for one year to use for electronic voting. Further discussion on the use of SurveyMonkey will resume at the September 9<sup>th</sup> Executive Board meeting. The implementation of SurveyMonkey will begin in September before the annual meeting.

The new NAHSL logo was selected and the invoice recently paid. It will be unveiled at the annual meeting and placed on the cover of the annual report to the chapter which will be included in the conference packets.

NAHSL is proud to offer the Jay Daly Technology Grant. In August, Sally Gore announced that funding is now available to members to implement new technology in a variety of ways in their institutions. For more information, check out the NAHSL website and click on the Professional development tab.

There are two elected positions and various committee chair positions on the NAHSL Executive Board which will become available as of October, 2011. NAHSL is also looking for someone to be the Conference Chair-Elect for 2013 for Massachusetts. The board is actively seeking members to nominate and/or volunteer themselves to join the board in December, 2011 for these positions. Please email Dina McKelvy with names of those of who are interested in working on the board.

The Chair encourages everyone to attend the 2011 conference, "Taming Information Chaos," hosted by NAHSL and the NY/NJ Chapter of MLA, at Mohegan Sun in Uncasville, CT. We look forward to a great program, informative continuing education classes and fabulous entertainment. See you in October.

Respectfully Submitted,

Susan Warthman, MLIS, AHIP, Chair of NAHSL 2010-2011

8/18/11sw

# Income/Expense by Category - YTD

1/1/2011 through 9/7/2011

9/7/2011

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Category Description	1/1/2011- 9/7/2011	OVERALL TOTAL
<b>INCOME</b>		
ANNUAL MEETING INCOME (2010)	585.00	585.00
ANNUAL MEETING INCOME (2011)	22,232.88	22,232.88
CONTINUING EDUCATION INCOME	2,310.00	2,310.00
INTEREST INCOME- BANK	240.88	240.88
MEMBERSHIP INCOME	5,640.00	5,640.00
PROFESSIONAL DEVELOPMENT INCOME	30.00	30.00
<b>TOTAL INCOME</b>	<b>31,038.76</b>	<b>31,038.76</b>
<b>EXPENSES</b>		
ANNUAL MEETING EXPENSE (2010)	157.77	157.77
ANNUAL MEETING EXPENSE (2011)	5,954.81	5,954.81
ANNUAL MEETING EXPENSE (2012)	3,086.52	3,086.52
ARCHIVES EXPENSE	150.00	150.00
CHAPTER COUNCIL EXPENSE	470.66	470.66
CONTINUING EDUCATION EXPENSE	3,445.66	3,445.66
EXECUTIVE BOARD EXPENSE	2,956.79	2,956.79
MARKETING EXPENSE	1,505.00	1,505.00
MEMBERSHIP EXPENSE	43.20	43.20
PROFESSIONAL DEVELOPMENT EXPENSE	3,640.00	3,640.00
<b>TOTAL EXPENSES</b>	<b>21,410.41</b>	<b>21,410.41</b>
<b>OVERALL TOTAL</b>	<b>9,628.35</b>	<b>9,628.35</b>



# Account Balances - As of 9/7/2011

As of 9/7/2011

9/7/2011

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Account	9/7/2011 Balance
<b>Bank Accounts</b>	
NAHSL-CD (Linda)	5,674.43
NAHSL-Checking (Linda)	19,453.27
NAHSL-Savings (Linda)	64,889.48
<b>TOTAL Bank Accounts</b>	<b>90,017.18</b>
<b>OVERALL TOTAL</b>	<b>90,017.18</b>

# Budget-to-Actuals

Budget to Date 9/7/2011

EXPENSE	BUDGET '10	ACTUALS '10	BUDGET '11	ACTUALS '11
Archives Expense	175.00	150.00	175.00	150.00
Chapter Council Expense	700.00	552.05	700.00	470.66
Continuing Education Expense	11,000.00	9,045.29	11,000.00	3,445.66
Contributions & Donations	90.00	0.00	90.00	0.00
Executive Board Expense	7,350.00	5,762.01	7,350.00	2,956.79
a.) Food	1,500.00	1,401.80	1,500.00	559.70
b.) Travel	5,500.00	2,895.87	5,500.00	1,827.09
c.) Other (Incorporation, Insurance, etc.)	350.00	1,464.34	350.00	570.00
Government Relations	450.00	0.00	200.00	0.00
Marketing Expense	2,500.00	0.00	2,500.00	1,505.00
Membership Expense	30.00	65.52	70.00	43.20
Office Expense	130.00	109.70	130.00	0.00
Professional Development Expense	9,000.00	6,075.00	9,000.00	3,640.00
a.) Awards: MLA Conference	3,425.00	2,175.00	3,425.00	2,665.00
b.) Awards: NAHSL Annual Meeting	3,425.00	3,315.00	3,425.00	0.00
c.) Scholarship Table Expense	150.00	150.00	150.00	0.00
d.) Quarterly Grant	2,000.00	435.00	2,000.00	975.00
e.) Other expenses	0.00	0.00	0.00	0.00
Technology Expense	1,000.00	0.00	1,000.00	0.00
Innovation Grant (Jay Daley)	2,000.00	0.00	2,000.00	0.00
Treasury Expense	250.00	0.00	250.00	0.00
Expense SUBTOTALS	32,675.00	21,759.57	32,465.00	12,211.31

INCOME	BUDGET '10	ACTUALS '10	BUDGET '11	ACTUALS '11
Bank Interest	700.00	456.93	425.00	240.88
Continuing Education Income	6,000.00	2,880.00	3,000.00	2,310.00
Membership Income	6,000.00	5,850.00	6,000.00	5,640.00
PD Income (Scholarship Table)	1,400.00	1,634.00	1,400.00	30.00
Income SUBTOTALS	14,100.00	10,820.93	10,825.00	8,220.88

Budget-to-Actuals TOTALS	-18,575.00	-10,938.64	-21,640.00	-3,990.43
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Note: \$460.00 was for Quarterly Grant from 2010 that was not claimed last year. Only \$515.00 from this year.

**Past Chair's Report - NAHSL Executive Board Meeting**  
**September 9, 2011**

**Conference Binder**

Drafts are still coming in for the binder. The LibGuides is working well for this. **Question:** Is there a straight wiki function on LibGuides? Right now the binder is a series of documents, but would benefit from the ability to 'live edit' and show changes.

The next step will be to review them for consistency and content. Committee members will work together on this and we may schedule a phone meeting.

**NAHSL Student Board Members**

I have the survey results, and have made some contacts at the library schools. Otherwise, I have not followed up on this, and will need to report back in September.

**Nominating / Voting**

I need to determine the complete list of open positions for this coming year. I believe it includes: Chair-elect and treasurer. **Others?**

I have tested the voting capabilities on SurveyMonkey. I believe it will be sufficient for our needs, but will require some clerical work to load the email addresses. It must be made clear that the email address members use will be used for voting. **Question:** who manages the voting – the secretary? Nominating? Need to draft procedures around this voting process.

Respectfully submitted,  
Dina McKelvy, NAHSL Past-Chair  
2010-2011

**NAHSL BOARD MEETING**  
**September 9, 2011**  
**2011 CONFERENCE PLANNING COMMITTEE**  
**Katherine Stemmer Frumento, Chair**

1. The Planning Committee held its August meeting at Mohegan Sun for a final site visit before the conference. (51 days and counting!)
2. Exhibitors –
  - 27 exhibitors (and counting)
3. Hospitality
  - The conference web site provides attendees with area excursions, if they are so inclined to explore the area.
  - Link to the Pequot Museum (<http://www.pequotmuseum.org>) where Monday night's reception/dinner will be held is available on the conference website.
    - There will not be any entertainment on Monday night, other than the museum tour and the pleasure of everyone's company.
4. Hotel –
  - As of 8/26 – 2/3 of the hotel rooms were booked
5. Lightening Round Posters –
  - As of 8/26 – 7 submissions
6. Program –
  - Programming is completed
  - Jane Blumenthal will present for MLA
  - The program itself is being designed by a Yale Nursing School student/graphic artist
7. Publicity –
  - NAHSL 2011 merchandise is available for purchase - <http://www.cafepress.co.uk/nahsl2011>
8. Registration –
  - As of 8/26 only 17 people had registered for the conference. This is being attributed to end of year budget issues.
  - The committee will host a registration packet party in the middle of October.
9. Scholarship –
  - As of 8/26 – 16 contributions had been made.
10. Sponsorship –
  - As of 9/8 – 16 sponsors totally \$13,400.
  - A promise of an additional \$3,000 is forthcoming.
11. Website –
  - The conference link ([nahsl.libguides.com/nahsl2011](http://nahsl.libguides.com/nahsl2011)) is updated as needed.
12. Next meeting is scheduled for Monday, September 19<sup>th</sup>.

NAHSL Executive Board  
September 9, 2011

### **Conference Chair-Elect 2012 Report**

The dates of the conference are Saturday, October 27 – Tuesday, October 30, 2012.

Conference planning for 2012 is underway. Our conference planning committee is scheduled to meet on September 22.

We have sadly lost one committee member – Janis Silver, Southern NH Regional Medical Center, who resigned from the committee after her position at SNHRMC was eliminated. Gayle Tudisco has been recruited to take over Exhibits.

The Conference Planning Committee (CPC) membership to date includes:

Cindy Stewart (Dartmouth), Conference Chair  
Peggy Sleeth (Dartmouth), Finance Chair  
Maureen Dunn (Concord Hospital), Hospitality & Local Arrangements  
Karen Odato (Dartmouth) & Jeanene Light (UVM), Program Co-Chairs  
Marianne Burke (UVM), Sponsorship  
Claire LaForce (Rutland Regional Medical Center), Registration  
Gayle Tudisco (Exeter Hospital), Exhibits  
Anne Conner (Littleton Regional Hospital), Jessie Casella (Brattleboro Memorial Hospital), Continuing Education Co-Chairs  
Pamela Bagley (Dartmouth), Evaluations

In addition to the hardships some of our hospital librarians in NH are facing, we are also dealing with the aftermath of Tropical Storm Irene, which has impacted the Woodstock Inn, our 2012 conference location. They are temporarily closed, but expect to be open later this year in time for the holidays. It should not impact our conference in 2012.

We have booked two plenary speakers:

Gary Schwitzer, a long-time health care journalist. See [http://www.healthnewsreview.org/gary\\_bio0510.php](http://www.healthnewsreview.org/gary_bio0510.php) for more information.

Gary Taubes, a professional writer and journalist. See <http://www.garytaubes.com/> for more information.

Conference theme – to be determined soon. Gearing up for official invite at the 2011 NAHSL Conference.

Respectfully submitted,

Cindy Stewart  
Conference Chair-Elect 2012  
Dartmouth Biomedical Libraries

Chapter Council Report  
NAHSL EB Meeting – Friday, September 9, 2011

The only Chapter Council activities since MLA (and the June report to the NAHSL Board ) involved internal “housekeeping” – updating of the member directory, setting a timeline for Chapter Council activities through next May and preparing Chapter Council budget requests for the upcoming fiscal year. Mid-year Chapter Reports will be due sometime in late September/early October.

Respectfully submitted,

Len Levin  
NAHSL Chapter Council Rep

### **Archives Committee report, September 9, 2011**

Tropical Storm Irene blew away the Archives Committee meeting being organized for the end of August 2011. “Broken” connections for both land lines and email have prevented communication between the members. We hope a meeting in mid-September 2011 will work. We expect to update our work and continue checking the website for possible additions of content.

By Sept. 2, some computer connection had been restored.

Marj Anderson has asked not to be the incoming chair of Archives. However, she is willing to stay on the Committee to assist James Craig, who is willing to continue as Chair.

Respectfully submitted,

Marjorie Anderson  
Ramona M. Connelly  
James L. Craig, Chair  
Archives Committee

## NAHSL Bylaws Committee Annual Report 2010 - 2011

1. **Vote on Proposed bylaws Changes.** The past year marked completion of Bylaws changes that were adopted at the Annual Business Meeting in Newport, RI on October 26, 2010. The changes were presented through five motions, all of which had been previously approved both by the NAHSL Board and by MLA. The 2nd and 4th had to do with the separation of Conference Chair Chair-Elect positions and NAHSL Chair (and Chair-Elect). The remaining motions provide language that is compatible with electronic voting should there be occasions to use it.
2. **New Bylaws Chairperson.** Effective December 3, 2010 Ellen Brassil, Baystate Medical Center Library, succeeds Marilyn Pitman, outgoing Chair of the Bylaws Committee.  
The new Chair asks members of the Executive Board to alert her to any necessary changes to the NAHSL Executive Board Handbook stemming from changes in responsibilities or other matters.
3. **MLA Process for Bylaws Revisions Completed.** The NAHSL Bylaws Committee had already completed the first six steps laid out in the MLA document, "Procedures for Submitting Bylaws Revisions to the MLA Bylaws Committee," back when a draft of changes to existing Bylaws was sent to Dena Hanson of the MLA Bylaws Committee to ensure conformity with MLA model Bylaws and format. The MLA Bylaws liaison noted that NAHSL was further along in the process than other Chapters. To complete the process however required two additional steps: revising the existing Bylaws to reflect the newly adopted changes, followed by formal notification and distribution to both the MLA Bylaws Committee and MLA. The NAHSL Bylaws Chair verified the Chapter's vote to approve, incorporated changes into the Chapter Bylaws, and added the date of the revision to the new Bylaws document.
4. **Revised Bylaws Made Official.** The revised Bylaws were then posted to the NAHSL Web site: [http://lgdata.s3-website-us-east-1.amazonaws.com/docs/1636/216781/NAHSL2010\\_Bylaws.pdf](http://lgdata.s3-website-us-east-1.amazonaws.com/docs/1636/216781/NAHSL2010_Bylaws.pdf) and the earlier version moved to the NAHSL archives page: of the Web site. <http://nahsl.libguides.com/content.php?pid=148095&sid=1259284>
5. **Electronic Voting Clarified.** During the March meeting, confirmation was given that that from now on members may vote electronically or during business meetings not only on routine business matters but also to modify or add bylaws, citing MLA Bylaws Committee:  
  
*...membership voted to accept the changes to Article X. at [the] last meeting. That means that from now on you may vote electronically or in person (whatever the exec board wants) to change the bylaws.*
6. **Additional Committee Member.** The NAHSL Bylaws Chair recruited an additional committee member, announcing that Anne Romero from Silver Hill Hospital in New Canaan CT agreed to participate and help with Committee business. Having a committee member will help ensure continuity for new members and facilitate updates and keeping abreast of changes and future revisions.
7. Drafts of proposed changes to Sections of the Executive Board Handbook (EBH) affected by the Bylaws changes voted on last fall (separating Chair-elect and conference chair) are prepared for review. The Bylaws Chair and her committee member will review the entire handbook for other needed changes.



**Goals for 2012:**

1. Involve new Committee member and help introduce to the Committee functions and issues.
2. Work with other Board members to update and clarify the terms of various committees, most being two-year terms.
3. Complete revisions and updates to the handbook to reflect accurate description of responsibilities, e.g. updating the Education Committee to functions to include updating the Chapter Council for Continuing Education Wiki and also the separation of the Conference Chair from the Chair-Elect.
4. Identify other pertinent information to integrate into specific sections of the Handbook or the Handbook appendix.

Respectfully submitted,

Ellen Brassil  
Chair, Bylaws Committee  
September 2011

## **NAHSL Education Committee Report to the Executive Board**

September 9, 2011

### ***NAHSL Innovations***

July featured Margo Coletti's innovation concerning plain language and patient consent forms. Folks can learn more here:

[http://lgdata.s3-website-us-east-1.amazonaws.com/docs/1636/265223/Margo\\_innovation.pdf](http://lgdata.s3-website-us-east-1.amazonaws.com/docs/1636/265223/Margo_innovation.pdf)

Please let us know if you or your colleagues have a successful program that you would like share with. The process simple and the submission form can be found here:

<http://nahsl.wordpress.com/nahsl-innovations/>

### ***CE Courses for NAHSL 2011***

The following classes have been confirmed:

- Sunday, October 30, 2011 (8:00 am to noon)  
EBM: Introduction to Study Design and Critical Appraisal—Connie Schardt [4 CE credits]
- Sunday, October 30, 2011 (8:00 am to 2:45 pm)  
Cancer Concepts and Search Techniques—Jeannine Gluck [6 CE credits]
- Sunday, October 30, 2011 (1:00 pm to 5:00 pm)  
Developing an Effective Strategic Plan for your Library—Cindy Sullivan [4 CE credits]
- Sunday, October 30, 2011 (1:00 pm to 5:00 pm)  
Behind Closed Doors: Politics in the Library—Barbara Jones & Marty Magee [4 CE credits]
- Sunday, October 30, 2011 (3:00 pm to 5:00 pm)  
CME Resources and Technical Know-how: The Librarian's Role—Hongjie Wang [2 CE credits]

Details on each of these can be found at the continuing education page on the conference web site here:

<http://nahsl.libguides.com/content.php?pid=161706&sid=1864350>

Thanks much to our committee for all their work on this.

Also, we would like to thank the Conference committee for their flexibility in somewhat last-minute room changes to accommodate these courses!

Respectfully submitted,

Alison Clapp & Nathan Norris  
NAHSL Education Committee Co-chairs

NAHSL EXECUTIVE BOARD  
Electronic Communications Committee Report  
September 9, 2011

Website

- Continued thanks to the NAHSL Board members and the general membership for providing regular content for the NAHSL blog. It helps keep things fresh.
- New Logo = New Website Banner! Thanks to past EC Committee Chair, Ed Donnald for late Friday afternoon email banter and critique.



- Complete archives added for past Leadership Lists and Reports (e.g. Annual Business Meeting, Executive Board Meeting, and Chapter Reports)
- **<http://nahsl.org>** now directs visitors to the "new" NAHSL website

Technology Grant

The EC Committee received one application for a grant award this past quarter. After discussion, it was decided that the application, as received, fell outside of the spirit of the award. The applicant was given the opportunity to resubmit with clarification if desired.

Respectfully submitted,  
Sally Gore  
Chair, Electronic Communications Committee

**Government Relations**  
**Report to NAHSL Executive Board**  
**8/31/11**

Since my June report the country's attention has been focused on the Debt –Ceiling negotiations. At the last minute a compromise was reached, and on August 2, President Obama signed the Bill. No final budget figures for 2012 have been released yet, and no appropriations have been made. Since the compromise included the creation of a 12 person Special Committee to identify further spending cuts by 11/23/11, it will likely be into 2012 before the budget is finalized and the appropriations issued.

**Copyright**

All parties in the case of **Cambridge University Press et al. v Patton et al** were given until July 30, 2011 to file response briefings to the proposed post-trial findings of fact and conclusions of law. Regardless of the outcome of the trial, the case is sure to be appealed to the Appellate Court. Any final disposition is likely to be years in the future.

Final arguments before the Supreme Court in the case of **Golan v Holder** have been set for October 5, 2011. The case which questions the constitutionality of a statute that restores rights to foreign works has the potential to remove millions of works that were previously in the U S public domain.

Respectfully Submitted,

Susan S. Mahnken

Chair, Government Relations Committee

## **MARKETING COMMITTEE REPORT**

September 9, 2011

The new NAHSL logo has been selected and Dan Small our designer has sent a thumb drive with the logo. The new logo will be unveiled at the annual meeting in Connecticut and will be displayed on the annual report of the executive board. This is my last year as marketing committee chair I will miss our Friday meetings.

Respectfully submitted

Mary Ellen Bowen, MLS

Marketing Committee Chair

*NAHSL Committee Reports*  
*Membership*  
*Third Quarterly Report*  
*September 7, 2011*

Total Members	202
Renewals	167
New Members	35
Students (all included in New Members)	11

Payment Options	
PayPal	44
Personal Check	90
Institutional Check	57
Free Membership (Students)	10

States Represented	8
CT	52
LA	1
MA	87
ME	17
NH	10
NY	2
RI	17
VT	16

MLA STATUS	137
MLA Personal	113
MLA Institutional	17
MLA Both	7

AHIP Members	63
Provisional Member	2
Member	11
Senior Member	18
Distinguished Member	32
Emeritus Member	0

*Respectfully Submitted,*  
*Valori Ann Banfi*  
*Chair, Membership*  
*September 7, 2011*

**NAHSL Executive Board Meeting Report – September 2011  
and  
Annual Report/ Credentialing/ NAHSL 2011**

News regarding NAHSL members working toward AHIP achievement:

- I. There are still a couple members working toward AHIP accreditation. As usual, schedules and workloads tend to slow progress. I have also heard that the cost of the fees is a hindrance in at least one case, where a NAHSL member has had to cut MLA membership dues and cannot immediately cover AHIP costs.
- II. Attached please find the minutes from the Credentialing Committee meeting that took place at MLA in Minneapolis, May 2011. Note under Section 2, the following items especially:

2.1 Statistics: The overall AHIP membership has decreased by 41 members over the past year. During the May 2010-June 2011 period, the committee processed 179 portfolios, with 64 at the same level, 68 at a new or higher level, 27 at provisional level and 20 provisional level renewals.

2.5 Two motions which were introduced dealing with an “associate” designation and another relating to change in provisional membership have been tabled until further clarification takes place.

2.6 It appears that there will be a Disaster Information Specialization, similar to the Consumer Health Specialization certification that is already in place. Competencies are being identified. Also, an online boot camp for librarians new to medical librarianship has been developed. Please share this information with librarians you know who may be transitioning from public or other libraries into health sciences librarianship. Information can be found at: [http://www.mlanet.org/education/online\\_bootcamp\\_index.html](http://www.mlanet.org/education/online_bootcamp_index.html)

2.9. The question of whether the Literature & Medicine program, a project under the sponsorship of various state Humanities Councils, has been taken up by the Committee to debate whether librarians acting as liaisons for this program can receive AHIP credits.

I would like very much to hear from librarians involved in Literature & Medicine programs in the New England states on their feelings about whether involvement in this program is worthy of AHIP credits.

2.12 The question of specialty areas under AHIP is being discussed.

I would be happy to forward comments from the NAHSL board or membership regarding suggestions for specialty areas under AHIP.

This concludes the annual report to the NAHSL Executive Board for the Credentialing chair.

Submitted:

Claire LaForce, MLS, AHIP

August 29, 2011

**Medical Library Association  
Credentialing Committee  
Meeting Minutes  
Friday, 13 May 2011  
Symphony III  
Hilton Hotel, Minneapolis, MN**

Present: Clista Clanton (Chair), Kim Granath (Chair-Designate), Janene Batten, Stephanie Fulton, Hanna Kwasik, Jolene Miller, Ann Pederson, Mary Fran Prottsman, Natalie Reed, Jan Schueller, Bette Sydelko, Kay Wellick, Sylvia McAphee (Chapter Council Liaison), Debbie Rand (NY/NJ Chapter Liaison), Marie Reidelbach (Midcontinental Chapter Liaison), Priscilla Stephenson (Section Council Liaison), and Kathleen Combs. Absent: Darcel Bryant

1. The meeting was called to order at 6:40 PM by Chair, Clista Clanton, and the committee members present introduced themselves.
2. AHIP Year in Review
  - 2.1. Statistics, demographics  
Kathleen Combs reported that AHIP membership has decreased over the last year with a total of 1,080 AHIP members as of May 2011. This is a 41-member decrease from May 2010 when AHIP membership totaled 1,121 members. AHIP membership is approximately 32% of MLA personal members. We need to continue to promote AHIP in a variety of ways due to members beginning to retire or leave the profession.

Between May 1, 2010 and June 1, 2011 the Credentialing Committee processed 179 portfolios, with 64 portfolios at the same level, 68 portfolios at a new or higher level, 27 provisional portfolios, and 20 provisional renewal portfolios.

- 2.2. Accomplishments
    - 2.2.1. Created a subcommittee to review points awarded for leadership CE programs (*e.g.* AAHSL Leadership Fellows). The subcommittee's recommendations were approved and incorporated into the point system.
    - 2.2.2. Online portfolios will be demonstrated at the MLA Booth at this year's conference.
    - 2.2.3. Darcel Bryant wrote an article promoting AHIP for the *MLA News*. It would be useful to find out where candidates are learning about AHIP, and it would be interesting to see how many job descriptions require AHIP membership.
3. AHIP Promotion  
Kathleen Combs reported that there is a new AHIP ad in the *MLA News*.
4. Update on Online Application and Renewal  
Kathleen Combs reported that the new online application is progressing, and it will be on display at this year's MLA Booth.
5. AHIP Changing Roles  
Clista Clanton reported that the MLA Board tabled the two motions that we submitted for the Associate designation and the subsequent change to the Provisional membership that would occur with the creation of the Associate designation. She reported that the Board had questions about the motions, and that the discussion of the motions was very broad. After the discussion it was hard to pinpoint exactly what the Board was looking for in the motions. It was suggested that perhaps the motions were too complex and further explanation was needed. Kathleen Combs volunteered to sit down with Carla Funk to discuss the motions with her to determine what the Board wants.
6. Continuing Education Committee Update  
Kathleen Combs reported for the CE committee. The committee is currently working on the Disaster Information Specialization. A survey went out to the MLA membership and found that there was sufficient interest in this type of specialization. The next step involves identifying the competencies required for the disaster information specialization.



The development of this specialization is being modeled after the Consumer Health Information Specialization program already in place.

The Online Bootcamp program for new medical librarians was introduced. This is a suite of online courses that cater to people making a transition into medical librarianship or those new to the profession.

7. Review of AHIP for Bylined Contribution in MLA Blog

The committee reviewed this request from the Public Health section, who use a blog instead of a newsletter. After a discussion the committee recommended that a bylined blog contribution of 500+ words would be worth 1 AHIP point be added to the points index.

8. Review of AHIP for Video Submissions to Conferences

The committee reviewed this request made by the Cancer Librarians section. ACTION ITEM: After discussion, the committee recommended that a subcommittee composed of Stephanie Fulton, Jolene Miller, and Kim Granath evaluate this request and make a recommendation to the committee by this fall. The committee came up with a couple of issues to consider: the AHIP points clarification needs to be specific that the video submission is part of a presentation; should a submission be restricted to video or should we allow a multi-media presentation?

9. Review of AHIP for Literature & Medicine Liaisons

This request concerns whether or not AHIP points can be given to librarians who serve as liaisons for their institution in the national Literature & Medicine program. The committee reviewed the request, and Clista Clanton, chair of the committee, thought that this could fall under the "E. Other Professional activities" section of the AHIP points index. ACTION ITEM: After discussion, the committee recommended that a subcommittee composed of Janene Batten, Jan Schueller, and Kim Granath evaluate this request and make a recommendation to the committee by this fall. The committee came up with a couple of issues to consider: would this be similar to participation in journal clubs; is this part of the librarian's job?

10. Review of AHIP Renewal for Fellows & Honorary Members

This request concerns waiving submission of paper renewal forms for Fellows and Honorary Members of MLA. The committee discussed this request, and did not agree with it. Fellows and Honorary Members who renew their AHIP membership need to submit their paperwork.

11. AHIP Activities in Minneapolis

The AHIP Q&A session will be on Monday, May 16<sup>th</sup>, from 1:30 to 2:30 p.m. in Room 101 F/G of the Convention Center.

12. Other Business

The committee discussed the idea of implementing specialty tracks within AHIP. This would be similar to the Consumer Health track that is already available in CE. There would be an additional cost for specialization. Things to consider: what areas of specialization? What level of competency? Who identifies the criteria that must be met? How many AHIP members would actually be interested in this?

If we want to do this we should work with a section and pilot it. Disaster response may be a test case, but we need to survey the membership to find what level of interest is out there. We also need to have a clearer plan on what we want before surveying the membership.

This is something that should involve the entire committee. The committee decided that further research is needed.

ACTION ITEM: Kim Granath and Sylvia McAphee will look into the professional development activities of health care professions and report back to the committee.

13. Training

Following the meeting, Kim Granath, Chair-Designate, trained new committee members on the process of reviewing portfolios. She also trained the incoming Chair-Designate, Mary Fran Protsman, on the duties of the Chair-Designate. Chair, Clista Clanton, trained the Chapter Credentialing Liaisons and reviewed roles and responsibilities of the chapter liaisons.

14. The meeting adjourned at 8:40 p.m.



**NAHSL Executive Board**  
**September 9, 2011**  
**ARIHSL report to NAHSL**

**ARIHSL**

1. ARIHSL Executive Board met September 8.

A. President's goals for 2011-2012

- Digitize the Archives
- Redesign ARIHSL webpage, with password protected area
- Develop policies and procedures reference the ARIHSL website and its contents
- Complete the editing of the Bylaws to synch with the newly revised Policy and Procedures Manuals
- ARIHSL will ask that a health database be added to the statewide databases that are currently offered to all residents of RI.

B. A nursing charter Middle College is being created in RI - the first in the nation. It is a bridge between high school and college and will work with some of the hospitals in RI. The school will not have a library. ARIHSL will look into possible involvement with the program.

C. ARIHSL member are looking at a joint purchase, small collection of e-books from Stat!Ref.

D. Concerning its website redesign, ARIHSL would like to investigate one possibility of using a section of or tagging onto NAHSL's LibGuides as the host. Please discuss at NAHSL EB. Thanks.

2. Next ARIHSL general meeting is Wednesday, September 21 at Women & Infants Hospital in Providence, RI.

3. Personnel changes: Brown U. is filling the medical librarian position as a full-time position. The position has been posted.

4. On July 28<sup>th</sup>, the MLA webcast on e-Books was presented for ARIHSL members who were not able to participate in the original. ARIHSL is in the midst of investigating group licensing for e-books, so this was a very timely topic.

5. After many years as rep, I will be stepping down as ARIHSL rep to NAHSL.

**RI-Statewide**

Rhode Island Library Directors were presented with a program by Broadband Rhode Island (BBRI), an initiative of the Rhode Island Economic Development Corporation (RIEDC) that aims to promote broadband adoption and digital literacy throughout the state. Libraries throughout the state will be part of the initiative. It is envisioned that the project will produce a standardized digital literacy curriculum that will provide Rhode Islanders who do not have a ready understanding of the Internet with a basic skill set that will enhance their personal and professional lives.

Respectfully submitted,

Mary Ann Slocumb - Rhode Island Hospital / Lifespan

ARIHSL state representative to NAHSL

## NAHSL Executive Board Meeting

September 9, 2011

### CAHSL Report

1. The CAHSL Programming Committee met on August 4, 2011. Programming was planned for 4 meetings plus a possible fifth meeting to watch an MLA CE webcast. It was decided that we need to offer a larger stipend to attract better presenters. This issue will be addressed at the Executive Board meeting.
2. The CAHSL Executive Board met on August 16, 2011. A stipend of up to \$250.00 was approved for program presenters. The goals for this year are:
  - a. Put the Open Forum results into action
  - b. Revamp the CAHSL website.
  - c. Collaborate with the Connecticut Library Assoc.
  - d. Create a President's Notebook to help guide in-coming presidents.
  - e. Make over the archives.
  - f. Look into creating a scholarship fund.
3. Pat Wales is now the Archives chair. The Shared Services chair is still open.
4. Dues will remain at \$30.00/year.
5. The first meeting of 2011-2012 is on September 22, 2011. The program will be **"Polish Your Elevator Speeches!"** presented by Kathleen Lynch-Cartine, a Dale Carnegie trainer.
6. St. Raphael's Hospital has been purchased by the Yale New-Haven Health System. St. Mary's Hospital is in the midst of being acquired by LHP Hospital Group, Inc., a Texas-based for-profit hospital operator. There is a sense that Connecticut will see more hospital mergers and partnerships as the healthcare system changes because of new healthcare legislation.

Respectfully submitted,  
Donna Belcinski, Greenwich Hospital  
CAHSL representative to NAHSL

## HSL-NH/VT Report to NAHSL Executive Board

September 9, 2011

1. The Fall meeting of HSLNH/VT will be held Thursday, October 6<sup>th</sup>, at the VA Medical Center in White River Junction, VT. Our typical schedule will change somewhat, as we'll be starting off the morning with the PubMed Systematic Review class, followed by our business meeting in the afternoon.
2. Claire LaForce participated in Rutland Regional Medical Center's Health Fair on Saturday, August 27, with a table that included handouts from the NLM.
3. We've had another rough couple of months in the NH and VT hospital world, and our libraries haven't been spared. As mentioned at the last NAHSL Board meeting, the NH legislature went ahead with cutting Medicaid reimbursements to hospitals while still leaving the MET (Medicaid Enhancement Tax) in place, resulting in millions of dollars of tax impact to hospitals that hadn't been planned for. As a result, reductions in force have been happening all over the state, including the following impacts to medical libraries:
  - *Southern NH Medical Center* (Nashua, NH): Jan Silver was laid off. A nurse (Marcie Brackett, from the Education Department) will be filling Docline requests, and the hospital says they'll keep their journal collections ordered, so they're being permitted to remain members of Docline.
  - *Catholic Medical Center* (Manchester, NH): Cynthia David was laid off. The library is closed until further notice.
  - *NH Department of Health and Human Services* (Concord, NH): The full-time librarian position (currently held by Carol Firman) has been eliminated as of the end of the calendar year. As of this time, the .5 FTE position remains, but its future is uncertain.
  - *Wentworth-Douglass Hospital* (Dover, NH): Karen Lambert's position was cut by 6 hours.

Vermont hasn't been affected by NH's particular legislative fiasco, but they're not immune from the general economic uncertainty: Jessie Casella at Brattleboro Memorial Hospital in Brattleboro, VT has been approached by her CEO about combining the hospital library with the town's public library. They're currently in discussions, trying to figure out what that would look like.

4. A new librarian has been hired to fill the dual role at Portsmouth Regional Hospital and Parkland Medical Center. Elanor Pickens started the first week in August, and has completed Docline training with Mark Goldstein.

Respectfully submitted,

Maureen Dunn  
HSL-NH/VT Liaison to NAHSL