

NAHSL Executive Board Meeting- Minutes –December 9 -10a.m.-3:00p.m.

Present: Kathy Stemmer Frumento, Linda Kaczmarczyk, Lori Bradshaw, Sally Gore, Cynthia Stewart, Len Levin, James Craig, Ellen Brassil, Jeannine Gluck, Valori Banfi, Javier Crespo, Robin Devin, Lynn Sette (recording)

Approval of the minutes – minutes approved for Oct. 31 meeting.

Topic/Committee	Person Responsible	Status/Discussion	Action
Called to order 10:12			
Officer's Reports			
Chair	Kathy	<p>Conference Report – Annual Meeting Report at the Mohegan Sun in October.</p> <p>Feedback – best hotel, too much food? and good programming. 98% liked the lightening presentations better than the posters. All time high of 34 exhibitors, 177 attendees. 12 members requested refunds.</p> <p>Conference survey results attached with report.</p> <p>Some discussion of the MLA and NLM updates at the conference. Perhaps alternative format for next year's conference.</p> <p>Anyone interested in the final reports of the conference committee chairs?</p> <p>From conference - should exhibitor passes be allowed to people not attending the conference?</p> <p>Report attached.</p>	<p>Kathy will add to the conference binder as well as notes from the hand-off meeting.</p> <p>Think about this – we can discuss at a later meeting.</p>
Treasurer	Linda	<p>Total account balance 37,557.31</p> <p>Report attached.</p> <p>Proposed budget for 2012 attached.</p> <p>Budget proposed – projected loss 20,335.00.</p> <p>Kathy thanked Linda for her 3 years and hard work as treasurer.</p>	<p>NOTE: CTRL y to repeat previous action in Word - good tip from Jeannine.</p>

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		<p>Availability of paying by credit card at the conference for exhibitors, sponsors and attendees. PayPal fee .31 per every \$10. Difficult for the treasurer and membership chair to use PayPal since the statement makes it difficult to match payment and credit card user.</p>	<p>Kathy, Lori and Cindy will investigate use of PayPal to simplify the process and to explore other means of payment. Also, they will check with MLA about how they accept payment. Len will check with Chapter Council.</p>
Past-Chair /Nominating	Janet Cowen	No report	
NAHSL Chair Elect 2012	Sally Gore		
Conference Chair 2012	Cindy Stewart	<p>Plenary speakers are set. Sunday night reception at Simon Pierce glassblowers ☺ Monday night dinner at the Woodstock Inn. Looking for entertainment currently. Website in process.</p> <p>Conference fees? Increase, no increase since 2009.</p>	<p>Fees for conference will not increase (\$215.00 member).</p>
Incoming Conference Chair 2013	Ann Fladger	<p>Len reported that the 2013 Conference will be at the Seacrest, Hyannis, MA. Reception in Woods Hole, Falmouth MA October 26-28 www.seacrestbeachhotel.com</p>	<p>Kathy will invite Ann to attend the next meeting.</p> <p>Kathy will announce the Incoming Conference Chair 2013 Ann Fladger to membership.</p>
Chapter Council	Len Levin	<p>Upcoming MLA meeting news: Chapter council roundtables – each chapter can sponsor new MLA members or first time attendees. Should NAHSL sponsor? Price? Number to sponsor? MLA will make it easier to process these requests via online form. Perhaps a goal for this year – interaction with MLA and the</p>	

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		upcoming meeting in Boston (2013).	
Committee Reports			
Archives	Jim Craig	No report	
Bylaws	Ellen Brassil	Revisions needed for the Executive Board Handbook as a result of Bylaw changes. Report outlines these changes.	The EB voted to accept these changes to the Executive Board Handbook.
Education/CE	Jeannine Gluck	71 class registrations at the annual meeting CE classes. Estimated income 3,900 with expenses 3,803.97. Jim Craig and Robert Joven agreed to join the CE committee. Jeannine bought up the possibility of funding members of the CE committee to travel to the annual CE meeting usually in January. Kathy proposed those people traveling over 150 miles one way, will be granted up to \$100.00 allowance to cover lodging expenses for the following EB committees: Education and Finance once-a-year. In addition to mileage reimbursement. Report attached.	EB voted to accept this proposal.
Government Relations	Susan Mahnken	No report.	
Marketing		Need marketing chair.	Anyone know someone who is interested?
Membership	Valori Banfi	Should we protect our membership list to “outsiders” (vendors or exhibitors)? Right now anyone can access information on the NAHSL website. Report attached.	Decision made to just leave it as is. Do not make an effort to protect our membership list.
Professional Development	Alison Clapp	No report.	
Electronic Communication	Sally Gore	Form for Paypal needs to be revised. Sally is working on this.	

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Liaisons & Representatives			
Credentialing	Claire LaForce	Report attached.	
NNLM/NER	Javier Crespo	Thanks from Javier for the time to present a NNLM update at the conference. Changes in NNLM/NER staff: Lauri Fennell left, accountant leaving. Lauri's position will not be filled at this time. Possible move for NNLM/NER office to UMass campus library in Worcester in the coming months. Meet at UMass library? Tufts Medical School?	We will need to find a place for March for our next meeting? UMass Library?
State Representatives			
ARIHSL	Robin	Still interested in LibGuides for the state website. Report attached.	
CAHSL	Donna	Kathy mentioned a letter she distributed to CAHSL members about encouraging members to become more actively involved in the organization. Letter passed around for review. Report attached.	
HSL NH/VT	Maureen	Report attached.	
HSLIC	Christine	No Report.	
MAHSLIN	Sally	Annual Meeting date set – April 20, 2012 – focus on marketing. Sally spoke about First Action Day (Stever Robbins) – about being more productive at work. Each hour you call in to report what you have accomplished. A First Action Day was held in MA. Eight to nine MAHSLIN members participated and had a great time. Take a look at his book “9 Steps to Work Less and Do More” Sally also reported state organizations will be able to use LibGuides for their websites. No print report.	
		Cindy mentioned the October Conference sponsored by Dartmouth Biomedical Libraries, “If You’ve Got It, Flaunt It - Promoting Our Resources and Services” – presentations on website http://www.dartmouth.edu/~biomed/services.html#OctCon2011/	
New Business	Kathy		
Goal Brainstorming		1) Realign our CE classes to better meet the needs of our members.	

