

## CAHSL ANNUAL REPORT - JUNE 16, 1999

### 1998-1999 Goals and Objectives

- To promote an understanding of the health sciences librarian's role and unique abilities in the management of information within Connecticut's health care system.

#### **1. Support the Connecticut Hospital Association Conference. Publicize and clarify conference benefits.**

At the October meeting, Evelyn Breck Morgen, HIRC Chair, described the purpose of the Health Information Resource Conference as providing outreach and networking to other professionals within our health care organizations. In January, CHA requested that CAHSL members conduct numerous training sessions to a variety of health care professionals in hospitals as part of a new secure electronic exchange of medical information project involving a Public Key Infrastructure (PKI). This initiative was discussed at length during the January, March and May meetings and appeared in the meeting minutes distributed over the list. Evelyn also sent to the CAHSL list an informative summary of the proposed project. A Security Training Workgroup comprised of interested CAHSL members has been organized. This new initiative clearly promotes the mission of CAHSL members working as a CHA conference to provide outreach and networking to other professionals within our institutions. It will also showcase the health sciences librarian's unique abilities in the management of information within the Connecticut health care system.

#### **2. CAHSL and CHA CONFERENCE of CAHSL will work cooperatively to produce at least one education program for the CHA membership.**

On October 21st, Jill Livingston, MLS, presented a four hour training session on Searching PubMed to members of other CHA Conferences. Approximately twelve people from different Connecticut health care institutions attended the training session. This training session was an excellent example of CAHSL

members being visible in leadership and training roles, and networking with other Connecticut health care professionals.

**3. Develop a letter to be sent to the CEO and Human Resource Director at institutions where an opening for a professional librarian exists that offers assistance to the institution and awareness of CAHSL.**

Jeannine Cyr Gluck has written a draft letter to be sent to the Administration of institutions with vacancies. During the May meeting it was suggested that the URL for the CAHSL webpage and the address to post a job announcement to the CAHSL list be included in the letter. This letter will be amended to include this additional information.

**4. Use the CAHSL list to promote the publication of articles regarding health science librarianship through idea generation and collaboration.**

Jeannine Cyr Gluck posted a request to the list for information regarding the outcome of Connecticut State Medical Society Reviews during the 1990s. Several helpful responses were gathered from members to be used in a joint publication by Jeannine and Robin Ackley Hassig on the CSMS CME Review process and CAHSL. Further efforts to generate more collaboration and research opportunities for publications, poster sessions, and presentations should be encouraged.

**5. Generate a credential form to document professional membership standards.**

A credential form was not produced. Instead, to streamline record keeping by the Membership Committee, Lorna Wright developed several questions regarding what school, graduation date, and what degree members hold. This information is recorded on the Membership Form. This greatly simplifies record keeping and can be referred to easily when necessary.

- To continue to develop and strengthen the knowledge and skills needed by member librarians.

**1. Offer an MLA accredited continuing education course for the membership.**

Two programs were offered this year that carried with them MLA CE credits. Starting off the year on September 4, 1998, CAHSL and UCHC arranged to broadcast the MLA sponsored teleconference entitled Evidence Based Health Care in Action. It was well attended and awarded 1.5 MLA CEU's. A copy of the video is available to borrow from the NNLM/NER office. A four hour MLA CEU Toxnet class was held at the UCONN Health Center's Computer Education Center for CAHSL members on February 10, 1999. Phil Wexler of Specialized Information Services, a division of NLM, taught this class that awarded 4 MLA CEU to attendees. The audience was full with twenty-five to thirty CAHSL members in attendance.

**2. Encourage and assist members in applying for membership in AHIP.**

A three page, streamlined credential form to be used to document professional knowledge and accomplishments for the AHIP process was created and shared by former CAHSL member Katherine Stemmer Frumento. It was distributed to members at the Annual Meeting and made available to other interested members over the list after that meeting.

**3. Hold "issues of concern" discussions by individual members at business meetings several times during the year.**

During the six business meetings held during '98/'99 no "issues of concern" discussions were held. This format is under evaluation at present. A question regarding these discussions is included on the Membership Survey(see last page of Annual Report). This format will potentially be picked up again in '99/00 depending on members interest and participation.

**4. Encourage and support CAHSL members to stay up-to-date with technology.**

On November 18th, Michael Lynch from Tunxis Community-Technical College demonstrated Computer Survival Skills to CAHSL members. During his demo he dismantled a PC and passed around its hardware components while describing the function of each. The group was made aware of fixes and repairs that are

possible for PCs and those fixes that must be sent out or replaced. Michael Martin, HIRC representative from CHA, gave a detailed and informative presentation at the January 13, 1999 meeting. He outlined the hardware and new software to make the secure transfer of medical information possible throughout the state. New knowledge was gained concerning PKI or Public Key Infrastructure systems that enable secure transfer of information possible. He brought us up-to-date on the programs needed to create and transfer digital signatures and the components required for networking very diverse institutions and documents. This information will be required by CAHSL members who become trainers for the CHA initiative and those who may get questions from users of the technology within their institutions.

**5. Keep membership aware of courses offered by other groups with professional relevance. This includes courses offered on the Internet and other distance learning opportunities.**

Several members used the list to publicize conferences and classes being sponsored by library organizations. Janice Swiatek Kelly posted information regarding an SLA class being given in the state. Daniel Dollar of the RML alerted members to programming and classes sponsored by the NLM, including a PubMed Train the Trainer class and Advanced Medline Searching. Ed Donald advertised the NAHSL sponsored Plug-Ins class held during the Spring in each one of the North Atlantic states. John Stey alerted members to the NNLM sponsored AIDS/HIV satellite broadcast held at UCHC on February 11, 1999.

- To foster and strengthen CAHSL's current system of information exchange with other organizations and within the larger consortia of which CAHSL is a member.

**1. Encourage attendance at the annual NAHSL conference.**

John Stey, NAHSL Representative to CAHSL, kept members informed about this year's NAHSL Conference in Boston. John gave detailed information at the September meeting regarding the programming and CE classes to be held at the conference in October at the Boston Park Plaza. This information was passed on to those on the list when the minutes of the 9/16/99 were posted. Enthusiasm

about the conference was shared at the December meeting. Also in December, John gave notice and information regarding the upcoming NAHSL Conference in October of 1999 in Maine, again encouraging members to participate and attend these enriching programs. While on the subject of NAHSL Conferences, our thanks and blessings go to Ed Donald for accepting the leadership role as Connecticut's NAHSL Conference Chair. The NAHSL Conference will be held in Connecticut in 2001.

**2. Keep membership aware of RML developments and initiatives.**

At every meeting John Stey gave detailed updates of RML activity. This year he shared information regarding the end of ELHILL, new Docline screens, Loansome Doc activity and issues, the addition of a Consumer Health position in each RML, EFTS version 2, PubMed enhancements and Serhold going online.

**3. Develop and present a program for the Connecticut Library Association meeting in April.**

This year CAHSL is proud to have had Lynn Sette from the Yale Medical Library make a presentation at the CLA Conference on Alternative Medicine. The presentation was well attended and well received. In addition, Pauline Kruk from Connecticut Valley Hospital made a presentation on Mental Health Resources and Alberta Richetelle from UCHC gave a presentation on Consumer Health. We thank these three members for sharing their knowledge and networking with colleagues from CLA. CAHSL was very well represented by these members.

**4. Promote CAHSL membership to SCSU library students through listserv communication.**

On Saturday, March 13, 1999, CAHSL President Robin Hassig gave a presentation to the SCSU Medical Bibliography and Librarianship class highlighting the benefits and structure of CAHSL and encouraging student membership. Membership forms were distributed.

**5. Contact SLA to develop and work on collaborative program/project.**

This goal was not met. A joint program was in the planning stages, but was postponed. A collaborative program or project is a worthwhile activity to pursue in the coming year.

- To continue to develop a cohesive professional group.

**1. Encourage membership and active participation in CAHSL.**

The CAHSL webpage developed and maintained by the expert and dual team of Jeannine Cyr Gluck and Ed Donnald is a wonderful source of up-to-date and helpful CAHSL information including Executive Board and Committee Chair names and address, dates of meetings, a full membership directory, instructions to join the list, and the programming schedule. Jill Livingston and Nancy Putnam scheduled a year's worth of programming in the Fall! With this information available at the click of a mouse, members and non-members knew well in advance which programs appealed to their needs, who to contact if they have a question, and the type of activity that the organization conducts. Due to the diligence of Evelyn Breck Morgen, CHA was booked for the entire year by August and the dates and locations of meetings were on the webpage. Because of this, members could easily plan ahead to make meetings. Lorna Wright as Membership Chair facilitated joining and renewing CAHSL membership and Robin Hassig drew up a cover letter that was sent with renewal forms outlining the many benefits of membership.

**2. Distribute CAHSL information especially in regards to meetings, in a timely fashion to improve attendance.**

See #1 above. In addition, listserv posts were made by the President a week ahead of each meeting so that members could plan their time. Jill Livingston and Nancy Putnam of the Programming Committee also broadcast messages to the list in advance of special programs.

**3. Transition newsletter function into website and listserv communication.**

See #1 and #2 above. This year all formal CAHSL information was transmitted electronically.

Depending on the type and shelf life of the information, it was either on the CAHSL webpage or appeared on the CAHSL list, or both. In addition to what has been mentioned above, Linda Kaczmarczyk dutifully posted each CAHSL meeting minutes to the list after the meeting was held. These minutes hold vital information regarding topics of interest to members and allow members not able to be in attendance the chance to keep abreast of CAHSL developments.

- Maintain fiscal stability.

**1. Evaluate whether the change in dues structure is sufficient to cover the activities of CAHSL. Address imbalances.**

Treasurer Nancy Goodwin took able control of the fiscal affairs and kept members aware monthly of the CAHSL treasury. The change in dues structure has not adversely affected the CAHSL treasury. We have maintained a consistent balance from last year through this year.

**2. Oversee committee budget reporting.**

Nancy Goodwin received committee budgets early in the year from each chair. No overages were reported during the year and the CE Committee actually managed to provide a superlative CE class in April and spent far less that was budgeted. Hats off to BJ Frey for this educative and fiscal feat.

**3. Develop a sponsorship letter to be sent to library-related vendors.**

A draft letter has been created. It will be passed on to the incoming chair. A request for sponsorship money to be used for the December 25<sup>th</sup> Anniversary meeting was sent by past President Linda Spadaccini to various vendors in November 1998. Only one vendor responded affirmatively. The amount was insufficient to underwrite any of the associated costs.

**Additional Activity during the 1998/1999 CAHSL Year**

On behalf of CAHSL, I would like to thank many members who made this year rich in content, responsive to members needs, and provided their time, effort, and imagination to special CAHSL activities.

- Kathy Giotsas, Jill Golrick and Marilyn Pitman for working together as a nominating committee and offering a dynamic slate of new officers.
- BJ Frey for booking and coordinating a challenging and rewarding CE class taught by Ralph Katz,

DMD, PhD, Professor, Uconn School of Dental Medicine entitled, Interpreting the Epidemiologic Literature: Skills for Health Sciences Librarians.

- Amy Frey for securing and overseeing an excellent meeting room and refreshments at The Hospital for Special Care for the CE class in April.
- Mary Ellen Cunningham for bylaws changes regarding categories of membership and quorum votes.
- Marion Levine, Pat Wales, Evelyn Breck Morgen, Ed Donnald and Nancy Putnam for performing their own inventive and (sometimes) informative versions of CAHSL history at CAHSL's 25th Anniversary party on December 8, 1998.
- Kathleen Crea for presenting an in-depth program on Medical Search Engines on March 9, 1999. Kathleen created an annotated hand out of search engines. Technology Chairs Jeannine Cyr Gluck and Ed Donnald put it on the CAHSL website before the class so attendees could come to the program prepared and so that non-attendees could pull the hand out up and use it too.
- Anne Peck of Peck Associates gave a motivational program on Developing Leadership Skills to CAHSL members on October 8, 1998.
- Merriol Almond for arranging to have Dr. Novella as a speaker. Dr. Steven Novella of Yale presented CAHSL members with an erudite and skeptical point of view on Complementary and Alternative Medicine on May 12, 1999.
- Nancy Putnam and Ed Donnald for leading a detailed discussion of Loansome Doc and PubMed on January 13, 1999. They answered many questions from the audience and provided manuals on each system.
- Joan McGinnis, Shared Services Chair, for keeping the membership current on QuickDoc changes, Serhold impending changes, and the "Union List White Paper" which refers to inclusion of electronic journal holdings in union lists.
- All the members who submitted prototypes for a new CAHSL logo. Special thanks to Marilyn Pitman whose graphic was chosen. Ed Donnald will have it up on the webpage this summer!
- Evelyn Breck Morgen and Pauline Kruk, who along with myself, developed and disseminated a CAHSL Membership Survey. Completed surveys will provide important feedback from members on CAHSL activities and how to make them more responsive to members' needs. Thanks also to all those who fill them out and return them to Evelyn.
- Michael Martin of CHA for his interest and involvement in CAHSL and for facilitating our role in the Security project.
- Jan Glover for stepping up to the bat and agreeing to chair the CAHSL Security Workgroup.

And to all the members who attended meetings, responded to EMAILs, joined in discussions, voted on issues, and networked with each other over the year. One of the primary missions of CAHSL is to provide



an avenue for lifelong learning in the field of health sciences librarianship. I believe CAHSL had a year very rich in programming and CE content. My thanks go to the Executive Board, Committee Chairs, and all CAHSL members for participating in CAHSL activities. It was an honor and a pleasure to serve as '98/'99 CAHSL President.

*Respectfully,*

Robin Ackley Hassig, MLS, AHIP