NAHSL Executive Board Meeting
UMass Worcester - The Lamar Soutter Library
June 2, 2000


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

Announcements/Chair’s Report
1) The NAHSL Chapter annual report was sent to MLA on March 14.
2) Mary Ann Slocomb attended the ARIHSL meeting for Patty.
3) NAHSL dinner in Vancouver (during MLA) was “memorable.”
4) Patty received a letter from MLA, thanking NAHSL for its $1,000 contribution in support of the Lucretia W. McClure MLA Excellence in Education Award.

Minutes/Secretary’s Report
Action: Minutes of March 3, 2000 were accepted as presented. Kathy reported that in the future, she will save the minutes in three formats, for electronic distribution (WordPerfect, .RTF, html) to the Board and posting on the NAHSL website.

Discussion: Kathy reported that she has chosen a different printing company (one closer to her place of work in Lewiston, Maine) to place an order for NAHSL stationery. ProPrint will provide 1,000 sheets of stationery, 250 second sheets and 500 envelopes, charging a one-time ink match fee for the NAHSL logo.

Action: No action required.

Treasurer’s Report
Discussion: Marj distributed the written report. Marj noted that the Education Committee contributed approximately $800 to the treasury after expenses were met for Spring CE. Marj also reported that if NAHSL filed tax status with MLA (as a group filing), NAHSL would save the $300 it cost to file a tax return. Marj also proposed that the NAHSL treasury pay for those who were unable to attend the NAHSL dinner (in Vancouver) - this would reimburse Patty for the cost of the dinners she had to pay for.

Action: The Board approved reimbursing Patty the cost of dinners that she had to pay out-of-pocket for (the dinners of those who were unable to attend after placing the reservation). The Board asked Marj to look into filing future tax returns in conjunction with MLA.

Discussion: Marj discussed the possibilities of moving some of the treasury into a higher interest CD; Mary Ann Slocomb asked that Marj bring this proposal to the Finance Committee for review. Marj will also propose to the Finance Committee that additional money be moved into a longer term CD for better interest return. Patty suggested that after Marj makes these proposals to the Finance Committee she submit to the Board for a vote (via the Executive Board listserv).

Action: The Board approved the Treasurer’s report as presented.

Committee Reports
Patty reminded those present that the Board will review Committee charges, as currently written in the NAHSL 1996 Policy and Procedure/Bylaws Manual (referred to hereafter as “the manual”). Time permitting, Committee Reports will be given after the review of Committee policies and procedures.
Archives
Discussion: Sydney presented written suggestions for updating the 1996 Archives Committee charges: someone from the Archives Committee to serve as liaison on the Newsletter and Automation Committees to help address electronic issues of Archives; restructure of Committee, thinking electronically (storage/depository and submission of information to MLA and other Chapters). In addition to the duties assigned in the current NAHSL manual, Sydney reported that the Committee provides for the storage facility for Archives, sets up official guidelines for the collection, responds to MLA and Chapter queries, and is responsible for updating NAHSL history.
Action: No action taken at this time.
Discussion: The Board discussed what is currently reported via the web of Board and Chapter activities. It was noted that the policies and procedures are NOT published on the web, but the Bylaws are there.
Action: Tovah will contact Irene Lathrop (past Archives and Bylaws Chair) to see if the 1996 manual was saved on a file or disk for updating and eventual posting to the NAHSL website.
Discussion: Sydney reported that the formal agreement forms for the Depository were signed today. Sydney brought copies of Joan Staats’ obituary. The Archives Committee will look at the electronic component of the Archives and decide how to proceed during the year.

Automation
Discussion: Mark submitted a written report. Mark did not have a copy of the Policy and Procedure manual when reviewing his Committee’s charges; Patty will give Mark a copy of his section of the P&P manual, for Mark to review. In the meantime, Mark suggested that the Committee name be changed to “Electronic Communications” and new charges reflect timely communication of NAHSL business through the use of email, listservs, the web and other electronic means of communication; the Electronics Communication Committee be a true committee (not an ad hoc committee); the Electronics Communication Committee work in close collaboration with the Executive Board and other NAHSL committees in support of their electronic communication needs; participate in ongoing activities and special projects and act on the Board’s decisions.
Action: For informational purposes; the Board approved the Committee name change to that of “Electronic Communications Committee”.
Discussion: Mark reported that the Conference 2000 site is up and running. The membership database has been delayed; Ed and Mark will work on the database over the summer (Geoff Gerrietts had been working on it prior to his leaving the NN/LM-NER). Suellen asked if there was a way to count how many times the NAHSL site is accessed; Mark will look into this and see what it would take to add a counter to the website. Tovah asked Mark if the NAHSL list is a closed list; Mark responded that the NAHSL list is really NEHSL, not NAHSL, and as such is an open list (not monitored). This issue is in response to the recent posting from the Stat Ref!vendor to the entire list. Suellen asked if there was a way to post some generic statement every six months or so to the List, stating what the listserv is and protocols/courtesy of using the list (how to sign off, post, etc.).
Action: Mark and Ed will look into the issue of a listserv “monitor” and posting periodic list etiquette and protocols.

Benchmarking
Discussion: No report at this time. Patty read an email that Janie Kaplan had sent to her. Janie relayed the following message RE: MLA benchmarking project: “the limit to institutional membership is a restriction only for the beta test and (this) data will not be part of the actual survey—it is
merely for the pilot. When the actual tool is put into place, there will be access for all members.” Janie also relayed to the Board that at the Fall Conference, there should be a table or place where questions and answers can be asked and delivered regarding the benchmarking project.

**Action:**
No action required at this time.

**Bylaws**

**Discussion:** Mary Ann Slocomb reminded the Board that Bylaws is responsible for policy and procedure updates. Each Committee Chair should submit policy and procedure changes to the Board, and if any Bylaws changes are involved, the proposed changes go to MLA prior to a Chapter vote.

**Action:**
At this time, Patty announced that Debbie Sibley will be our new Bylaws Chair.

**Discussion:**
Debbie Sibley reviewed the charges for the Bylaws Committee; this is really a one-person Committee. Debbie recommended that the Bylaws be reviewed annually as a formal process, and place the review as an Agenda item. Included in this annual review would be the manual review.

**Chapter Council**

**Discussion:** Suellen submitted a written report, taken from the MLA Chapter Council charges. Suellen reviewed the six year commitment involved (three years as Alternate and three years as Representative); “when electing an Alternate, the Chapter should consider the long-term commitment involved...”. Ideally, the Alternate becomes the Chapter Council Representative; Suellen suggested that the Board should consider not making this a mandatory expectation, but rather an unspoken expectation. Janie Kaplan is the current Alternate.

Suellen also suggested that reimbursement be made to Chapter Council Representatives for travel to Board Meetings and partial expenses to attend MLA. The Board agreed that reimbursement issues should be part of the manual.

**Action:**
Suellen will add “reimbursement” and “Alternate” responsibilities to section 3.5 of the NAHSL Manual.

**Discussion:**
A written Chapter Council report (from the May 6 Chapter Council meeting in Vancouver) was distributed. Suellen reminded the Board that a candidate needs to be named/elected by NAHSL for the MLA Nominating Committee - this person should have name recognition at MLA!

**Action:**
The lengthy MLA Chapter Council report will be filed with these minutes for reference.

**Conference ‘00**

**Discussion:**
Jo-Anne Aspri did not have a current copy of the 1996 Committee charges, and will review these and report back to the Board on any changes, etc. Jo-Anne has been using the NAHSL 1999 Conference Planners’ notebook (received from Maine/Patty Kahn) as a guide. Of concern is that sections of the notebook may have been edited out by Irene prior to Jo-Anne’s possession of it. Most of the day-to-day notes are missing in the edition that Jo-Anne has. Tovah asked if NAHSL should separate the Chair of NAHSL from the Conference Chair in the Committee structure; Debbie Sibley, as Nominating Chair, talked briefly of the difficulties this year in finding a person who will commit to both Conference Chair 2002 and NAHSL Chair. This is a four year commitment which is not undertaken lightly.

**Action:**
More discussion to follow under Nominating Committee; the Board will table a full discussion until the September Board meeting. If separation of positions is decided upon, a Bylaws change would be necessitated. Patty Kahn will send Jo-Anne another full copy of the 1999 NAHSL Conference Planners’ notebook.

**Discussion:**
Jo-Anne reported that Conference 2000 is in good shape. There are seven exhibitors so far, with some doing Table Topics. The two keynote speakers are in place and we will have 15 poster sessions. In addition, the final menus have been selected, music for the dinner agreed upon
and the reception is all set. The Conference Committee meets this Tuesday (June 6) to go over the final Conference 2000 budget. Pre-announcement postcards will be sent out next week and preregistration packets will go out the end of July. Registration fees will be set on June 6 and Jo-Anne will send the fee schedule to the Board for vote. The hotel rates were confirmed at $159 per single and $169 per double occupancy.

Tovah advised the Board about Doody wanting to put materials in the Registration packets, but not being an official exhibitor. The Board, after brief discussion, agreed that a charge of $200 be assessed Doody to incorporate materials either into the packet or have materials available at the Registration table.

**Action:**
For informational purposes.

**Conference ‘01**

**Discussion:** Discussion tabled until September Board meeting.

**Education**

**Discussion:** Patty submitted a written report for Cora. Committee charges were not included in this report.

**Action:** Patty will contact Cora to review the manual section pertinent to Education.

**Discussion:** The Spring CE report needs to include Daniel Dollar, NN/LM-NER, as instructor and person responsible for putting together the program. Spring CE netted $751.60 (income over expenses). The Fall CE report included confirmed instructors/topics and a 90% completed AV list/need. The Committee still needs to verify MLA CE credit for some classes and telephone requirements for class rooms.

Patty reminded the Board that since Cora will be going off the Committee at the end of Conference 2000, a new Chair will need to be found.

**Action:** For informational purposes.

**Finance**

**Discussion:** Marj and Mary Ann informed the Board that the Finance Committee advises the Treasurer on protocol. Marj asked that the Committee structure state “the Finance Committee State Representative serves as a liaison to the Conference Committee.”

**Action:** No action at this time.

**Government Relations**

**Discussion:** Debbie distributed a written report submitted by Barbara Ingrassia. Barbara reported that she attended the MLA round table luncheon and learned of a Government Relations listserv she can subscribe to for further communications/information. MLA Focus and ALAWON continue to be good resources for late-breaking information. The Government Relations page on MLANET includes links to a legislative update and action center, as well as MLA position statements. Key issues continue to be funding, copyright and intellectual property, telecommunications, information access and technology. Barbara continues to forward to the NAHSL listserv (NEHSL) messages regarding funding for the Federal Depository Library Program, GPO and LC.

**Action:** Barbara advises that NAHSL members continue to communicate with their respective Senators and Representatives to support increasing funding for the FDLP and GPO. The ALA web site (http://www.ala.org/washoff) should be referred to for sample letters, background materials, etc.

**Action:** Debbie will remind Barbara to review her Committee duties and report back to the Board any changes.
**MLA Credentialing**

**Discussion:** Joan reported that there is no section in the current manual for this position. Joan recommends that the MLA Credentialing Liaison should be an AHIP member and term should be indefinite; at least, but not limited to, three years.

**Action:** Section 4.4 will be added to the manual by Joan.

**Marketing**

**Discussion:** Len asked if this Committee is an ad hoc or regular Board Committee? Charges were outlined in a written report; Len proposes that Marketing should be the resource for Conference Publicity Chairs, increase the number of members to the Committee, and conduct face-to-face meetings. Len also asked the Board to approve mileage reimbursement for Committee members to attend meetings.

**Action:** Kathy will check past minutes for record of Committee status (both for Marketing and Automation Committees): ad hoc vs. regular Board Committee. The Committee is working on putting together a publicity “contact” list, with names, phone numbers, emails, etc. that Conference Publicity Chairs can use in publicizing future conferences.

**Discussion:** Len reported that the Committee would like to have more contact with Library schools, to “get the NAHSL word out.” They are thinking along the lines of a PDF format brochure (similar to that of PubMed). The Committee would also like to use their time, talent and resources to initiate a marketing campaign; the Committee will formulate this campaign and bring it to the Board for approval at a future date.

**Action:** Patty suggested that Len contact Liz Eaton at Simmons (as a contact for that Library school).

**MLA Membership Liaison**

**Discussion:** Marybeth Edwards reported that this position is not in the current manual (there are no written duties). In reviewing the manual, Marybeth noted that the NAHSL Membership Chair is supposed to submit a written report annually to MLA; Marybeth reported to MLA this year. Marybeth also noted that section 6.6 is written specifically for the NAHSL Membership Chair, however, Marybeth is performing some of the duties in 6.6.

**Of Note:** Marybeth is working with MLA to target MLA members who are not members of NAHSL.

**Action:** Jeanene Light, NAHSL Membership Chair, and Marybeth to work together in rewriting section 6.6: Jeanene and Marybeth to be Co-Chairs of Membership, with separate membership duties defined.

**Membership**

**Discussion:** Jeanene sent her report via email to Patty. Three areas she has had difficulty in fulfilling (under Committee/position charges) are: promoting membership by recruiting new members, providing a liaison with the MLA Membership Committee, and keeping the membership automated list current. Since Geoff Gerrietts has left the Region, the membership webpage has been placed on hold.

**Action:** See above MLA Membership Liaison discussion.

**Discussion:** Jeanene reported that membership renewals have hit a plateau, but expects more renewals to come in as Conference 2000 draws closer. All membership payments have been forwarded to the Treasurer. Jeanene received a request from RI for mailing labels (for Conference 2000 publicity).

**Action:** For informational purposes.

**Discussion:** Jeanene requested clarification of membership categories; is there a student membership?

**Action:** Kathy will check past minutes for Board decision regarding student membership and fee, and whether or not student membership entitled a scholarship. The Board voted to approve a student
membership category (if one had not previously been approved) and set the membership rate at $15/year, eligible for scholarships. Student membership (with full NAHSL membership benefits) can be maintained for up to two years. Debbie will check Bylaws to see if a new membership category requires a Bylaws change and full membership vote.

News Notes
Discussion: No report available at the time of the meeting.
Addendum Report received from Norma Pellerin after the Board meeting. Norma proposed Newsletter guidelines:
- gather relevant information and prepare it for distribution to the NAHSL membership through a web newsletter,
- monitor the listservs from the various state groups and post activities, news items, etc.,
- contact and set up a system for receiving items from the state representatives to include on the web newsletter,
- send messages to the membership-at-large to alert them to new items added to the web newsletter,
- responsible for content, basic format and uploading the newsletter to the NAHSL website in a finished format,
- Automation, Marketing and Newsletter Committees will collaborate on a regular basis via email and telephone to ensure timeliness of information and avoid conflict of information already on the web,
- back issues of the newsletter will be available on the newsletter page under “Archives”.

Of Note: The frequency of the newsletter has not been determined (quarterly or biannual).
Action: No action taken until Board receives these guidelines in toto.
Action: Patty will send Norma a copy of section 6.7 of the manual for Norma to review to see how it corresponds to the guidelines proposed above.

Nominating
Discussion: Debbie stated that the Nominating structure is current as stated in the 1996 manual.
Discussion: Debbie presented for approval Karen Odato as Conference Chair 2002. Of Note: Karen does not wish to be NAHSL Chair, following Conference 2002. Discussion ensued as to whether a Co-Chair be appointed who would then assume the NAHSL Chair duties, or should a separate NAHSL Chair be found? The Board also reminded Debbie that the Nominating Committee (Alice Reed, William Garrity and Debbie Sibley) needs to nominate someone for the MLA Nominating Committee.
Action: No action taken at this time, further discussion about splitting duties (Conference Chair/NAHSL Chair) tabled at this time. The Nominating Committee will propose someone for the MLA Nominating Committee via the Board listserv.

Program
Discussion: Kim Lavoie reported that the Program Committee structure is current as stated in the 1996 manual.
Discussion: Kim distributed a draft Conference 2000 Program to the Board at this time, as well as a written Committee report. Mark asked Kim if it would be appropriate to put the draft Program on the website. Kathy asked Kim to add the Nominating Committee and Scholarship Committee under the Executive Board listing in the Program.
Action: Mark will place the draft Program on the website. The Board thanked Kim for a job well done.

Scholarship
Discussion: Kathy distributed the criteria used in awarding a scholarship. There is no section in the current manual for this Committee (duties). Kathy discussed the difficulties in verifying current
membership of applicants (see Membership Committee, above).

**Action:** Kathy will write procedures under section 6.10 and forward to Patty for inclusion in the updated manual.

**IFLA Report**

**Discussion:** Tovah reported no restructuring required, since this is not a Committee!

For the IFLA update, Tovah reported that organizational meetings are being held every few months, and fund raising has been ongoing. Letters are going out to the larger institutions as part of the fund raising. The fund raising goal is to bring 100 librarians from locations such as South America, Asia, Africa, Latin America to the 2001 Conference (at approximately $3,000 each). Registration fee has been set at $300, which includes everything. In the next two MLA News there were be a one-page insert about the 2001 Conference. The IFLA website has Boston links, and a NAHSL link!

The Board again asked Tovah how NAHSL can contribute to the 2001 Conference: sponsor a coffee break, co-sponsor a biomedical session, etc. The Board voted to approve $1,000 contribution to be used for the 2001 IFLA Conference, in whatever area it can be used. Tovah will poll other Chapters (SLA, ARL, etc.) to see if they would be interested in matching the NAHSL contribution.

**Action:** For informational purposes.

**RML**

**Discussion:** Ed Donnald reported for John Stey. The RML Directors Meeting high-lighted Consumer Health and Public Health projects in the regions and distance education projects. Becky Lyon has officially moved to Library Operations, after 16 years with the RML. All NER staff are actively participating in writing the proposal for the next five year contract due June 30. They are continually tweaking the EFTS system and awaiting the new DOCLINE system implementation. Geoff Gerritts resigned in March, so they are actively recruiting for a Technology Coordinator; in the meantime, it is basically Ed (again!).

**Action:** For informational purposes. E-mail John Stey with any concerns, issues or ideas that should be addressed in the new contract proposal (stey@nso.uchc.edu).

**State Reports**

**ARIHSL**

(Kim Lavoie) The next ARIHSL meeting will be June 21 (a dinner meeting) where Kim will become the new ARIHSL President. The new Library Coordinator at Memorial Hospital of RI starts onsite on June 12.

**CAHSL**

(Ed Donnald) The annual banquet and business meeting will be held at the Mark Twain House in Hartford, CT on June 29. A new slate of officers will be presented at that time by the CAHSL Nominating Committee: Marilyn Pitman, Vice President and President Elect, Mary Ellen Bowen as Secretary and Nancy Putnam as Treasurer. Evelyn Breck Morgan, the current President, will take nominations from the floor and then pass the gavel to Jill Livingston.

Ed reported that CAHSL membership is down to 63 members (from 67). The CAHSL Security Task Force continues to work with the Connecticut Hospital Association on HIPAA.

CAHSL, as a Conference of the Connecticut Hospital Association, co-sponsored a very successful program by Howard McQueen on web development and intranets (April 14).

**HSL NH/VT**
(Alice Reed) The HSL NH/VT Board meets on July 12 at Dartmouth to review Bylaws and the HSL NH/VT Handbook. Norma Phillips will be the new Archives Chairperson.

**HSLIC**

(Happy Copley) The HSLIC Spring meeting was held in Waterville on April 28th, with Amy Averre (Husson College) elected as HSLIC Chair. The Maine InfoNet project (the state-wide union catalog) is the hot topic in the State, with Eastern Maine Medical Center the medical library represented in the testing/beta phase. Suellen reported that the interface is the same one that is currently used by Bates, Bowdoin, Colby and the University of Maine System, so has some track record in the State.

**MaHSLIN**

(Len Levin for Anne Tomes) The MaHSLIN annual meeting was held April 27th at Tower Hill Botanic Gardens. The Key Note speaker was Prof. Jerry Miller, on “Competitive Intelligence.” A QuickDoc/DOCLINE training session is scheduled for June 21 at the Massachusetts Medical Society (Waltham), with Ed Donald and Jay Daly presenting the program.

MaHSLIN is looking into electronic journal agreements at the consortium level. This would be a year-long project.

**Old Business**

**Discussion:** Patty reported that she attended the Hospital Libraries Focus Group at MLA.

**Action:** For informational purposes.

**New Business**

**Discussion:** Patty asked that Committee Chairs submit final drafts of their committee charges/duties to Debbie Sibley by August 15. Debbie will incorporate these drafts into disk format, and distribute at the September 8 Board Meeting.

**Action:** Kathy will remind Board members to submit final drafts via the NAHSL Board listserv.

The meeting was adjourned at 3:45 p.m. The next Executive Board meeting is scheduled for Friday, September 8, 2000.

Respectfully submitted,
Kathy Brunjes, Secretary