NAHSL Annual Conference Business Meeting
Tuesday, October 30th, 8:15 am – 9 am
Pemigewasset Room

1. Welcome and Call to Order (Ellen Brassil, NAHSL Chair, Eugenia Liu, Conference Chair) (1 min)

2. MLA Update from Julia M. Esparza, LSU Medical Library, President-Elect, MLA (15 min)

3. Officer, Committee and Liaison Reports see Executive Board page recent documents (1 min)

4. Old Business (15 min)
   - Elections Update (Debra Berlanstein, Past-Chair NAHSL, Chair, Nominating Committee) (1 min)
   - NAHSL Proceedings Update (Eugenia Opuda (Liu), Conference Chair (2 min)
   - Dues Categories Unemployed Members (Jeannine Gluck, Chair-Elect) (2 min)
   - SIG Report and Vote (Dina McKelvy, Main Medical Center) (8 min)
   - Majors Chapter Project of the Year Award Submission: NAHSL Narratives (Dina McKelvy, Alternate, NAHSL Rep to MLA Chapter Council) (2 min)

5. New Business (6 min/2 min each)
   - Call for Marketing Committee Chair, Committee Members: Marketing, Bylaws Ellen Brassil, NAHSL Chapter Chair
   - MLA Chapter Council: No Requirement MLA Member for Chairs of Chapter Committees, Dina McKelvy, Alternate, NAHSL Rep to MLA Chapter Council
   - Looking Ahead: NAHSL 2019 “Full STEAM Ahead!”
   - Questions from members

6. Recommendations for Future Board Agenda Items (Ellen Brassil) (1 min)

7. Adjournment (Ellen Brassil, NAHSL Chair and Jeannine Gluck, NAHSL Chair-Elect) (2 min)
During the 2017/2018 association year, these are the primary activities in which I was involved:

- Ellen Brassil, Rachel Lerner and I developed a new three-year strategic plan for the association. It was approved by the Executive Board at the April 2018 meeting. The strategic plan will be updated annually, as existing items are completed and new priorities emerge. This will be the task of each successive Chair-elect, working with other interested Executive Board members.
- A memorandum of understanding (MOU) was written, related to the annual conference. It reflects expectations and responsibilities of NAHSL, as represented by the Executive Board, and the Conference Planning Committee. It will be signed by each CPC Chair and NAHSL Chair.
- A page was created on the NAHSL website for information and knowledge management related to conference planning.

Respectfully submitted,

Jeannine Cyr Gluck
NAHSL Chair-elect
NAHSL Conference, 2018-- Chapter Council Report:

1. MLA Bylaws change:

Discussion at Sept 21 Executive Board around request for input by the Chapter Council Chair about change MLA Bylaws, effective January 1, 2017. See: https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mlanet.org%2Fd%2Fdo%2F671&data=02%7C01%7Cmar%40pitt.edu%7Cf814106c84f146e454f808d61cb281e7%7C9ef5f489e0a04eeb87cc3a5261126d0d%7C1%7C0%7C63672795035649573&sdata=FU2amfluuy8eum5qooGQD6JRU%2FFo5NMeO7b2r0H8BU%3D&reserved=0

The section under consideration reads:

Article XI. Chapters of the Association
Section 5. Officers and Committee Chairs
Officers of Chapters and Chairs of Chapter Standing Committees are required to be Voting Members of the Association.

The issue at hand is to remove the words “Chairs of Chapter Standing Committees” from this statement. Chapter Council Chair has asked for a Vote of YES or NO to the removal of these words from the MLA Bylaws.

Issues raised by Board Members on the call:

- Medical librarians join the board of state/regional association to have a hands-on way to participate in the activities surrounding the running of the organization
- Requiring them to be an MLA member in order to be an Officer implies a “pay to play” or said another way must “buy into this role”
- As membership in regional associations becomes smaller (due to same reasons MLA membership becomes smaller) with the caveat of being an MLA member in order to be an officer of the Chapter for a regional board becomes selective and potentially discriminatory
- The suggestion that Officers / Chairs be required to be MLA members becomes an inequitable barrier to participation at the regional level

As the issue on the table is to remove the words “Chairs of Chapter Standing Committees” those on the call agreed that Chapter Council Rep will vote YES – to remove these words.

UPDATE: October 23, 2018 from Chapter Council Chair Melissa Ratajeski

“Unanimously everyone voted YES for the question:

* "Does your chapter SUPPORT the motion for a bylaws change to Article XI: Chapter; Section 5: Officers and Committee Chairs. Suggested new text is: "Officers of Chapters are required to be Voting Members of the Association."

...however there were a few comments regarding if Officers should be required to be Voting Members; therefore I did not submit a motion for a bylaws change with my mid-year report, as I think more discussion is warranted. I feel as though we need to have all the information about "what if" we make this recommendation (that no Chapter leadership positions need to be MLA members). What impact would this have? Also because I didn't specifically ask for your feedback about removing both Officer and Standing Committee chairs from this bylaws Article I didn't feel like I could proceed as this point submitting a motion from the Council with a unified voice.

Our concerns will be a point of discussion at the [MLA] January board meeting, as. I will bring back any information as I have it and will be working with CC Chair Elect Donna Berryman.
Also note I have been told by the bylaws committee chair, Emily Ginier, that the model bylaws will be brought into sync with the national MLA Bylaws such that:

"The revised Model Bylaws will state: Chairs of standing committees shall be Voting Members of the Medical Library Association. [Art. XI, Sec. 5]" Right now the word "standing" is missing. I don't have a date for this.

2. **NAHSL Electronic Poster**: Team: Eugenia Liu, Sally Gore, Debra Berlanstein, Ellen Brassil, Janene Batten
   a. NAHSL once again submitted a beautiful electronic poster to MLA
   b. In the end the call to make your poster “anything you want, be creative” is fiction. – these are uploaded into the MLA Poster space, similarly to individuals/groups who do posters. As a result, only ONE slide exists in the repository for those who paid to attend MLA Conference can see
   c. NAHSL should rethink the time and effort to do this in the future – it is not serving the purpose it was intended, which is to tell others about our chapter. The only people that see it are (a) those who attend MLA (with a paid registration) (b) those who bother to look
   d. **TO DO for incoming Chapter Council Rep** – bring this up at Chapter Council as an exercise that is not meeting its objective

3. **Chapter Council Elections**
   a. Donna Berryman (one of our own) is Chapter Council Chair Elect (from May 2018 - May 2019) and then as Chapter Council Chair (**a MLA board position** from May 2019 – May 2022).

4. **Thanks, from Janene** – although this position is in place until MLA ’19, I wanted to say that it has been a pleasure serving as Chapter Council Rep for the past 3 years. It is a fun position!

Respectfully Submitted October 30, 2018
Janene Batten (Chapter Council chair - outgoing)
Dina McKelvy (trustee, hardworking, alternate - outgoing)
MARKETING COMMITTEE ANNUAL REPORT

NAHSL Executive Board

October 30, 2018

NAHSL Highlight Reel

The Highlight Reel will be displayed at the NAHSL 2018 Conference Welcome Reception.

Jessie will share the file with the new Marketing Chair.

NAHSL Member Highlights Webpage

Items that were included in the Highlight Reel have also been included on the NAHSL Member Highlights page.

Marketing Video

The NAHSL marketing video was uploaded to the NAHSL YouTube channel. Good feedback has been received by members.

Welcome Packages

New NAHSL members in 2018 received NAHSL mugs and a welcome letter. Two packages were returned and members have been contact for correct address information. There are several mugs remaining that will be passed on to the next Marketing Chair.

Respectfully submitted,

Jessie Casella, MLIS, AHIP

Chair, NAHSL Marketing Committee
Professional Development Committee Report
NAHSL Annual Meeting
October 30, 2018

Committee Members: Gary Atwood (PDC Chair), Eric Albright (Member at Large), & Jessie Casella (Member at Large)

Gary Atwood was appointed as committee chair in June 2018. Many thanks to Eric Albright and Jessie Casella for their hard work and support during the transition. The Professional Development Committee needs new members! NAHSL members interested in joining should contact Gary at gatwood@uvm.edu.

MLA Annual Meeting Award

<table>
<thead>
<tr>
<th>Number of Awards</th>
<th>Award Amounts</th>
<th>Total Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$500 / $1000 / $700 / $699</td>
<td>$2,899.00</td>
</tr>
</tbody>
</table>

NAHSL Annual Meeting Award

<table>
<thead>
<tr>
<th>Number of Awards</th>
<th>Award Amounts</th>
<th>Total Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>$225 (8 awards) / $150 (1 award)</td>
<td>$1,950.00</td>
</tr>
</tbody>
</table>

Quarterly Award
Zero awards to date

Jay Daly Technology Award
Zero awards to date

Respectfully Submitted,

Gary Atwood, Chair, Professional Development Committee
Eric Albright, Member at Large
Jessie Casella, Member at Large
Technology Support Committee Annual Report 2018
October 30, 2018

- **Migrated Libguides to version 2**
  - Thank you for the cooperation from all the state sites that are also hosted by the NAHSL Libguides platform.

- **Developed best practices for managing the NAHSL libguides accounts**
  - Best Practices for Managing the NAHSL LibGuides Accounts added to newly created Web Administrators Handbook (an internal Libguide)

- **Improving the accessibility of the NAHSL website**
  - The Committee is currently working on improving the accessibility of the NAHSL website. Adding alternative text to pictures, descriptive text for links, increase color contrast on website, etc.

- **The NAHSL blog has moved from Wordpress to Libguides.** Reasoning:
  - To remove advertisements
  - Smoother transition between NAHSL site and blog for users
  - Searchability of blog posts within site
  - Hospital librarians sometimes have difficulty accessing Wordpress site
  - Easier account management

- **Renewals from this past year:**
  - Wild Apricot - decided not to go with the MLA platform for now
  - Libguides

Respectfully Submitted,

Tess Grynoch, Chair, Technology Support Committee

Lisa Adriani, Member at Large
Len Levin, Member at Large
Matthew Noe, Member at Large
Erin Wentz, Member at Large
• With the Finance Committee, created an official NAHSL financial records retention policy
• New functionality – we now have the ability to take credit card payments on site by chip and swipe machine through PayPal Here.
• 2017 Conference breakdown:

<table>
<thead>
<tr>
<th>2017 Conference Expenses</th>
<th>$15,363.10</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Conference Income</td>
<td>$30,892.00</td>
</tr>
<tr>
<td><strong>2017 Conference Net Income</strong></td>
<td><strong>$15,528.90</strong></td>
</tr>
</tbody>
</table>

• Current account totals as of 10/29/18, 8:20 AM

<table>
<thead>
<tr>
<th>Account</th>
<th>Posted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>PayPal</td>
<td>$ 6,438.27</td>
<td>$ 6,438.27</td>
</tr>
<tr>
<td>Checking</td>
<td>$ 90,310.66</td>
<td>$ 89,340.87</td>
</tr>
<tr>
<td>Savings</td>
<td>$ 27,020.01</td>
<td>$ 27,020.01</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$ 123,768.94</strong></td>
<td><strong>$ 122,799.15</strong></td>
</tr>
</tbody>
</table>
ABOUT NAHSL

Special Interest Groups (SIGs)

1. **SIG defined:** Special Interest Groups (SIGs) provide a forum for NAHSL members with unique interests to identify and network with others with similar interests without having to fulfill the governance requirements of an independent organization.

2. **Establishment:** A SIG may be established by submitting a brief “Statement of Purpose” for approval by the NAHSL board. A Statement of Purpose should include the name of the convener, the topic or issue that unites the SIG, the proposed name of the SIG, any anticipated activities of the SIG, and the names of members who have expressed interest. The board may call upon the convener to clarify or modify the statement if necessary.

3. **Membership:** The SIG will be comprised of current NAHSL members interested in the group’s stated purpose. SIGs agree to be inclusive of all interested NAHSL members. SIGs will not charge any fees for membership.

4. **Governance:** The SIG does not have formal governance structure and cannot act independently of the NAHSL board. SIGs will not establish budgets, collect fees or incur expenses independent of the NAHSL board. If the group would like to be actively represented on the NAHSL board, they may request this from the NAHSL chair. The NAHSL chair will work with the SIG to appoint a liaison as a non-voting member of the board. If the SIG is state-specific, the state representative, a voting member of the Executive Board, acts as the SIG liaison.

4. **Benefits:** SIG members may benefit from membership in various ways: separate listserv, more extensive expertise on a specific topic or area of interest, social/professional networking.

5. **Dissolution:** The SIG may disband by notifying the NAHSL board. A SIG which has been inactive (without members) for 3 years will be considered disbanded.