

MCMLA 2007 BUSINESS MEETING MINUTES
Monday, October 15, 2007
9:00-10:15 AM
Omaha, NE

Announcements:

Parliamentarian, Nancy Woefl, declared a quorum present. She also reminded members to wait for recognition from the chair prior to speaking; to identify self for motions and seconds.

Chair, Whitney Davison-Turley, called the meeting to order at 9:07 AM. She announced that copies of the minutes prepared by last year's recording secretary, Liz Workman, were not available. The minutes will need to be approved at the 2008 meeting.

Officer's Reports:

Chapter Chair – Whitney Davison-Turley

- Congratulated the group on a successful year. The vast majority of the work is done in committees, each of whom will get a chance to present to the group. Many of the committees have been using Skype and Skype-Out for meetings. The website has been improved and there is a real time data base for membership. The research committee has been active in promoting research and in helping turn questions into actual research projects.
- The annual meeting planners were congratulated for a successful meeting in 2007 in conjunction with the Midwest Chapter.
- Whitney also congratulated Jim Bothmer and thanked him for a successful three year term.

Immediate Past Chairman – Jim Bothmer

- Jim had no report. Lenora Kinzie has agreed to fill the position of immediate past chairman for the coming year.

Chapter Council Report – Stephanie Weldon and Marie Reidelbach

- Neither Stephanie nor Marie was present for a report.

Appointee's Reports:
Executive Secretary – Peggy Mullaly-Quijas

Membership - Members in good standing: 208 total.

- Sent membership renewals.
- Recorded all received renewals; updated database online. This was a new initiative, done by the Web Master, Russ Monika. It made the processing very easy and helped ensure that our directory was always up-to-date.
- Sent list of new members to Membership Chair, Chapter Chair and Listserv Owner, as received.

Organization

- Answered member and vendor inquiries in a timely manner.
- Responded to officers and committee chairs in a timely manner.
- Supplied mailing labels to officers and committee chairs by date requested.
- Completed W-9 forms and other requests for federal ID number.

Finances

- Filed 2006 tax report with MLA
- Filed 2007 Annual Report with State of Illinois (to maintain not-for-profit status).
- Submitted to MCMLA Board and Leaders: 2008 Budget; 2007 Statement of Assets & 2007 Income/Expense Summaries

<u>Bank</u>	<u>Account Type</u>	<u>Sept 2006 End Balance</u>	<u>September 2007 End Balance</u>
Bank of Lee's Summit	Checking	\$19,106.20	\$18,641.74
US Bank	CD	\$6,989.24	\$7,216.50
Bank of Lee's Summit	CD	\$5,301.38	\$5,519.96
Bank of Lee's Summit	CD	\$5,291.01	\$5,509.16
Totals		\$36,687.83	\$36,887.36

Assets: as of 2007 October 1 - \$36,887.36

Note: Membership and finances are based on a calendar year.

Annual Meeting Advisor – Rebecca Graves

Upcoming Meetings

2008 – Cody, WY

Mary Henning & Jenny Garcia

2009 – Breckenridge, Colorado

Lynne Fox

2010 – Kansas

Not yet determined

Highlights of the year

- Gave planning manual with stats & sample docs to planners for '08, '09.
- Attended two conference calls & one in-person meeting in Omaha for '07.
- Provided assistance for '08 & '09 planners – sent forms & answered questions in response to email & phone questions. (e.g. how to select venues.)
- Passed along information & ideas for '08 & '09 planners (e.g. icebreakers, name tags, closing statements, wrap-up notes from other conferences, etc.)
- Reviewed and signed hotel contract for '09.
- Sent out email to Kansas members regarding 2010 conference.
- Revised the planning manual – finished up some editing, corrections.
- In response to comment from Teresa Hartman, the meeting planner will be looking into putting the planning information on a wiki. (That would be information from the local committees as well as the information that she has pulled together.)

Have started researching how other chapters handle meeting rotations

Archivist – Sue Fleming

- All programs and all issues of the Express are scanned and Sue is looking for a way to have them searchable. She reminded people to send any information they might have to her.

Website Editor – Russ Monika submit report in advance

- New content was added and updated on request.
- New issues of the MCMLA Express were added to the site.
- The site was moved from the University of Kansas Medical Center to GoDaddy.com, a commercial web hosting company. There are many advantages to using GoDaddy.com. They are:
 - Access to online databases to enhance the functionality of our web site. This enables us to create web applications for gathering and listing information.
 - The ability to create e-mail addresses with the @mcmla.org suffix.
 - The company offers free access to a suite of Web 2.0 applications to enhance the content of the web site. These applications include:

- Blogs
 - Wikis
 - Online forums
 - Online photo galleries and other applications.
- The Membership Directory was moved from being hosted by the St. Louis Medical Librarians to our hosting company.
 - Membership information now is being stored in an online database at GoDaddy.com. I created web pages so that the Executive Secretary can maintain membership information.
 - Wes Monika created two web applications for the Honors and Awards Committee. One allowed the membership to nominate members for the annual awards that are given during the annual meeting. The second one was for members to nominate members for the MCMLA 2007 Stars awards.
 - The election of Officers for 2007-2008 was done online this year. Using the Membership Directory, a web-based Voting application was developed and used to elect officers for the upcoming year.

Questions or Concerns

- With the changes, hopefully, members can continue to use the web site more interactively.

New Business

- Our domain name registration should be transferred from Network Solutions to GoDaddy.com. Our domain name should be held by the company that hosts our web site. The cost would be \$7.99 a year, with a free year thrown in. Wes Monika will send .PDF document with information about transferring a domain from Network Solutions to GoDaddy.

MCMLA-L Discussion List Owner – No report

Committee Reports

By-laws – Jenny Garcia – No report

Education – No report

Government Relations – No report

Honors and Awards – Darrel Willoughby

- The committee will advertise the availability of chapter awards through the local and state chapters as well as through reminders on the MCMLA listserv.
- The committee will continue to monitor the nomination process. Nominations will be made through the MCMLA Web site with nominators encouraged to submit nomination materials as PDF files through email.

- The committee will promote the new online nomination form, which is explained plainly on the MCMLA Web site.
- The committee will honor the award winners at the annual meeting with special recognitions throughout the meeting.
- The MCMLA Honors and Awards Committee advertised throughout the MCMLA community with extensive email messages through the MCMLA listserv and targeted emails to leading figures in the local and state chapters.
- The Committee wishes to recognize the considerable efforts of Russ Monika, MCMLA Web Master, in devising an online nomination form for the MCMLA Web site. The nomination form has eliminated almost every excuse for not nominating some worthy colleague.
- The award recipients for 2007 are:
 - Barbara McDowell Award - Susan Centner
 - Bernice M. Hittner Award - Teresa Hartman
 - MCMLA Outstanding Achievement Award - Wayne Peay
 - The MCMLA Chair informed the winners via a phone call.
 - The winners will receive a special corsage at the joint Mid-Continental/Midwest 2007 Conference at the Awards Ceremony, the certificates for the McDowell and Hittner Award winners, and the plaque for the MCMLA Outstanding Achievement Award.
- Certificates of appreciation were prepared for distribution to all chapter officers, committee chairs, committee members and all members of the local planning committees.
- All files by outgoing Honors and Awards Chair have been passed to the incoming Chair 07.
- The annual report, proposed objectives and budget have been prepared for the MCMLA 2007 Chair.

The Stars Recognition is unique to our chapter. All members who are stars had their names put in for random drawing. Karen Weideranders and Darrell Willoughby drew winners: Barb Jones, Sheryl Williams and Betsy Kelly. This program will continue next year. Mary Helms reported that in visiting with the Midwest group they are interested in using this way to recognize their membership for the work they do.

Membership Committee – Holly Henderson

- As of October 3, 2007 there were 205 active members and 69 inactive members. During the year 16 new members joined. Those names were added to the listserv.
- The committee continued to develop strategies to attract new members and maintain a stable membership by emailing reminders through the

MCMLA listserv and to individual members who had not renewed their membership, encouraging them to renew.

- Free memberships were offered to students attending an accredited library school for up to two years. Only one student participated.
- The membership brochure is maintained on the MCMLA website.
- Introductory letters and membership brochures were mailed to eleven faculty members of the three library schools in the region (Denver University, Emporia State University and the University of Missouri). Faculty was encouraged to share information about MCMLA with students.
- New members were interviewed and those interviews included in the MCMLA Express – seven interviews were printed.
- A free membership to MCMLA was drawn and the winner was Barbara Grout.
- A free membership to MLA was drawn from the membership and the winner was Jeanne Burke.

Nominating Committee – Sharon Dennis

The online elections were held. Ninety members voted in the elections.

Results were:

Chair-elect: Jeanne LeBer

Secretary: Barb Jones

MCMLA Candidate to the MLA Nominating Committee – Marty McGee

Publications Committee – Heather Brown

- The Publications Committee continued to support MCMLA by providing a forum for information about members and activities.
- The Committee agreed to push the Annual Meeting issue to November publication. This will allow MCMLA members adequate time to submit articles after the Annual Meeting. It also provides a more balanced time span in between issues.
- To further efficiency of *Express* production, a style guide will be distributed during the call for submissions. This guide will include necessary information about the author and suggest appropriate file types for submissions.
- A policy for correction notation will also be implemented.
- The Publications Committee continued the goals from the prior year by publishing four annual issues of the MCMLA *Express*.
- Volume 27 issue 4, the Annual Meeting issue, was published in November of 2006, which was a reflection of the new publishing schedule. Volume 28, issues 1 through 3 were published in February, May, and August, respectively.
- A submission style sheet was finalized and distributed with each publication call.

- Investigation into the infrastructure for a possible future project of indexing of past Express issues.

Research Committee – Jeanne LeBer

- Met regularly using Skype and Skype Out and conferencing.
- Updated the website.
- Offered mentorship to people who had submitted papers and posters. Supported benchmarking effort.
- They will award \$100 each to the most outstanding paper and poster presented at MCMLA.

MLA Liaison Reports:

Benchmarking – Roz Dudden –

The new survey is up and ready for input. Members have until Dec. 31 to enter data with a report due out at MLA 2008. This is for all libraries that don't report data to OSO. She reminded that one doesn't have to be a member of MLA to input data, however only MLA members can view data.

Credentialing – Lynne Fox

- This is Lynne's last year of a 3 year appointment to AHIP Liaison for the MCMLA chapter. Gayle Willard, Veterinary Librarian at Kansas State, has been appointed liaison from 2008-2010. (College of Veterinary Medicine, Kansas State University, Veterinary Medical Library, 408 Trotter Hall, Manhattan, KS 66506-5614, Tel, 785-532-6006, Fax, 785-532-2838, Email, gwillard@vet.ksu.edu)
- The academy roster received in July included 12 MCMLA members who renewed membership or joined AHIP in the 2006 calendar year. Three provisional members will renew in 2007.
- Lynne received inquiries during the year from retiring members about Emeritus membership, requests from Provisional members about their status and renewal process, questions from regular members about their renewal, questions from members who needed clarification on renewal at a higher level, or whether specific activities were eligible for points or what categories in which to list activities.
- Lynne was contacted about attending a HSLNKC librarians meeting to discuss AHIP application, but since there is no funding for me to travel around the region, she was unable to go.
- She published a "Twelve Days of AHIP" parody (provided by former AHIP liaison from UNYOC, Elizabeth Irish) in the late 2006 issue of the Express.
- An AHIP counseling session was offered at the Midwest and Midcontinental Joint Meeting in October 2007. 10 members attended, in

addition to Lynne (outgoing AHIP Liaison to MCMLA), Mary Helms (AHIP Credentialing Committee member) and Gayle Willard (Incoming AHIP Liaison to MCMLA). An overview of AHIP and advice for renewing or applying was shared. This event was advertised in the *Express*, via the list, and through the meeting bog.

- Lynne attended a meeting of the AHIP Credentialing Committee and Chapter Liaisons at the 2007 MLA meeting. The committee continues to struggle with whether to provide credit for Web 2.0 activities, such as bogs that are provided independently of work responsibilities and are a benefit to the profession. This discussion will probably continue as members of the Academy find new ways to contribute to our profession.
- MLA conducted a survey of health sciences librarians in 2006 to gather information on attitudes and opinions about AHIP, which was presented at the May 2007 MLA meeting in Philadelphia. A summary can be found at: http://www.mlanet.org/members/mla_news/2007/mar_07/academy_survey.html.

Membership – no report

Annual Meeting Reports

2006 Annual Meeting in St. Louis – Jackie Hittner reported a profit of \$633 for the treasury.

2007 Annual Meeting in Omaha – Ongoing. Planning Committee recognized for a well-organized joint conference.

2008 Annual Meeting in Cody, Wyoming – Mary Henning reported that plans are ongoing. All MCMLA members in Wyoming are on all committees as the membership is small and they have been meeting monthly using Skype and Skype-out. Nannette Bedrosky of Creighton was the winner of the free registration for the 2008 meeting.

Old Business:

MCMLA Library Advocacy Task Force:

The MCMLA Library Advocacy Task Force created an electronic survey using Survey Monkey, and notified the MCMLA membership using MCMLA-L. Responses were received from 55 member institutions from across the region. Results were evaluated focusing on whether the institution had a marketing plan, whether the library focused on services to administrators, and whether the library showed either a budget increase or decrease over the past year. Follow-up phone calls are in the process of being conducted with libraries showing a combination of marketing plan and change in budget. Plans have been developed for Mary Ellen Sievert, PhD to conduct telephone interviews with the hospital administrators of the librarians who have been contacted. IRB approval has been obtained for all these activities.

The MCMLA Library Advocacy Task Force has been working toward adapting the Maine State Library Valuation Calculator for health science libraries. The group has identified the average salaries of physicians, health science librarians, hospital administrators and allied health professionals. Group members are currently evaluating operations in their own libraries to determine average percentages of time spent on resource/collection development activities, will be followed by evaluating service activities. Results will be folded into the calculator template, and each library represented on the task force will conduct valuation calculations for that library. The tool will then be made available to librarians throughout the region with instructions on how to evaluate their library services and collection. These evaluations may then be conducted on an ongoing basis by librarians who are invested in the task. Betsy Kelly, Assessment and Evaluation Liaison, has been working with the group to develop this calculator. At this time, no financial assistance is needed.

As chair of the MCMLA Library Advocacy Task Force, Barb Jones recommends that this task force be established as a permanent committee of MCMLA to operate together with the Advocacy Liaison for the NN/LM MCR. The area of library advocacy is vast. This task force has chosen to explore advocacy at a deep level to address the underlying and significant issues of value for the institution in maintaining a quality library program. In order to achieve meaningful results, work will have to be continued on a regular and systematic basis, with committee members serving for more than one year.

The Executive Committee voted to extend this task force with another report due June 1.

Chair's Report

Whitney gave the chair's report. Her theme was to step through the doors into the future. She encouraged the membership to not only step through the door but to allow that door to close behind them so they can move into the future.

Jerry Carlson presented Whitney with the chair's gift

Whitney Davison-Turley then installed Jerry Carlson as the chair of MCMLA for the 2007-08 years. Chair Carlson presented his priorities in a wild west PowerPoint presentation that followed the priorities of MLA president Mark Funk.

He listed his priorities as:

- Expanding electronic communication for MCMLA, especially following the lead of the Publications Committee. He noted other uses, for example the Meeting Planning Wake and committee meetings by Skype.
- Expanding electronic communication for MCMLA, especially following the lead of the Publications Committee.

- Making the Education Committee vital in meeting planning; having both the Education Committee and the Research Committee play an active part in annual meetings.
- Recruiting health science students into librarianship
- Allying with public libraries to promote health literacy
- Gaining Information Specialist in Context experience. Increasing awareness among the health care administrator, clinicians, educators and researchers as to the role of the medical librarian.
- Collaborate with those groups defining standards for medical records. Continue to emphasize the vital role of the librarian in selecting and maintaining electronic resources.
- Expanding advocacy efforts following the model developed by Colorado to expand advocacy to each state and down to the local level and supporting the work of the MCMLA Library Advocacy Task Force.

The Wyoming delegation presented information on the 2008 meeting in Cody, encouraging the membership to dress western and be ready to hear some excellent speeches and panel discussions focusing on the theme of *Open Spaces, Frontier Places*. Chairman, Mary Henning, emphasized that Open Spaces related to the gaps in providing information to clientele, no matter our place of work and the Frontier Places are those new avenues and new partnerships we need to explore in order to provide the best quality information to those providing patient care and doing research.

New Business

No new business was brought before the membership.

Lynne Fox reminded members that those employees of the USHSC library have new phone numbers and new addresses.

Lenora Kinzie asked the membership to respond positively when called upon by the nominating committee to fill the elected and appointed positions.

Meeting adjourned at 10:25 in proper order.

Respectfully submitted,
 Michlene Mankin, M Mgmt.
 Recording Secretary