

## **APPROVED**

### **ARIHSL Business Meeting Newport Hospital Library September 20, 2005 9:00 a.m.**

**Attendees:** Jo-Anne Aspri, Treasurer, Kent Hospital; Kathy Boyd, Salve Regina University; Janet Crager, Brown University; Barbara Davis, Newport Hospital; Arline Dyer, GSLIS Student (Kent Hospital Intern); Ruth Ann Gildea, Butler Hospital; Penny Glassman, RML; Mark Goldstein, RML; Pat Gorman, President, Memorial Hospital; Winnie Jacome, Naval Hospital; Elisa Jepson, South County Hospital; Frank Kellerman, Brown University; Francine Mancini, Providence College; Pat Padula, Landmark Medical Center; Jim Salisbury, Providence College; Mary Ann Slocomb, Rhode Island Hospital, Lifespan; Regina Swanson, Secretary, Lifespan; Mary Zammarelli, President-Elect, St. Joseph Health Services of RI.

#### **Minutes Approval**

Minutes from June 16, 2005 meeting were distributed and approved without correction.

**Announcements:** Pat Gorman showed the group cards from Barbara Janson for her wedding gift, Jo-Anne Aspri and Kathy Boyd. Pat mentioned that Tovah was recently in Norway for IFLA and currently at the World Congress of Medical Librarians in Brazil.

Everyone introduced themselves for the benefit of the newer members of ARIHSL; and Jo-Anne introduced Arline Dyer, who is a GSLIS student at URI and doing an internship at Kent Hospital. Mary Ann passed around a sign-up sheet for the Hospitality Table at the NAHSL conference being held the following weekend since there are still some time slots open. Mary Ann also announced that she is working jointly with Tovah and Brown University for a "Go Local" grant being issued by the RML. Winnie announced that she's taking vacation for one month so the library at the Naval facility will be closed. Mary Z. announced that Nicki Pallotti has resigned and Cheryl Bannick will be the director of the library at the VA. She has one volunteer and there will be no one new hired there.

Mark asked about Westerly Hospital and this will be discussed at the next Executive Board meeting. It is now thought that no one will be hired to fill the position at Westerly.

#### **President's Report**

Pat explained her goals and priorities for the coming year. Once the NAHSL conference is over, the next big project for ARIHSL will be the Electronic Document Delivery Project. One goal that she has for all of us this year is to improve the delivery time between the libraries and see that each hospital library is on the 5-day delivery program. At this time, five hospitals are still at the 3-day delivery. Her second goal is for us to look inward and update committee membership. There are currently six standing committees and she would like to see more people involved in those committees. Pat

stressed that we need to continue to focus outward as well, with representation within the various state organizations and with more participation in HELIN and also with groups like AHEC. Pat has invited them to come to our November meeting.

### **Treasurer's Report**

Jo-Anne handed out the balance sheet for the group. The amount for the NAHSL conference was \$1700, which included the \$500 donation from ARIHSL and the remainder from the Consumer Grant.

### **COMMITTEE REPORTS**

**Bylaws** Jo-Anne reported that everyone should review the policy and procedure manual to see if there are any changes to be made and that each officer should determine if any changes need to be made to their respective positions.

**Education Committee** This committee currently needs a chairperson. Mary Ann Slocomb has filled in for the duration of the educational grant and noted that this year's CE course was the PubMed class held at Johnson & Wales University. The final course from the grant is Complementary and Alternative Medicine to be held October 6<sup>th</sup> at the Cranston Public Library.

**Electronic Communications Committee** Penny informed the group that there have been changes made to the website, and that the history section needs to be updated, and that we need a list of ARIHSL meetings for this year.

**Membership** Mary Ann S. mentioned that renewals for 2006 are in process, and will set up forms online and as last year, will send out confirmations upon receipt. The Miriam Hospital address will be used.

**Shared Resources** Mary Z is still the chairperson and Barbara Davis has agreed to join the committee. They will meet after the NAHSL conference and elect a new chairperson and review the business of the committee. Mary reminded everyone of the 2<sup>nd</sup> quarter statistics and that a few hospitals still hadn't prepared the 1<sup>st</sup> quarter statistics.

**Nominating Committee** Deb Porrazzo was not present so there was no report.

**HELIN** The Central Office Team met on August 17<sup>th</sup> with the hospital members about various HELIN issues. Access policies were discussed and it was requested that they be prominently displayed on the HELIN screen. At this meeting we were also asked to update our individual access policies and send those to Bob Aspri. The group also discussed sanctions, and this issue will be taken up by the new HELIN committees.

The HELIN committees have been restructured and there are now seven committees. Concern was expressed at the number of committees and the limited number of ARIHSL members. It was suggested that ARIHSL send a hospital library member as the primary

representative and the alternate representative can be an academic member. Pat indicated that we really need to have representation on the Access Services Committee, the Collection Development Committee, and the Reference Committee as these are the broad based committees. Mary Z. also felt that there should be a representative to the Serials Committee since our serials are all represented in HELIN. Other committees such as the Cataloging Committee are more module-based and the hospital libraries are not using the modules.

Mary Z. volunteered to be the representative to the Access Services Committee and Jim Salisbury volunteered to be the alternate. Barbara Davis volunteered for the reference Committee. Pat G. will check with Deb Porrazzo to see if she is willing to be the representative to the collection Development Committee as she was the representative to the previous Collections Development Committee.

It was clarified that the hospital libraries and the Department of Health are considered individual affiliate members of HELIN while the academics are full members. Because HELIN issues affect all ARIHSL members it was felt that HELIN discussions should continue to be discussed at ARIHSL meetings so as to get input from both the hospital and the academic members.

Winnie asked if we will be able to update our serials holdings individually. Jo-Anne reported that she has been doing this by using the quarterly SERHOLD list instead of the CRIARL list. She deletes the academics and then sends the list to Bob to put into HELIN. She does this quarterly and the last time there were only 40 changes in the last quarter for all of us. She also stressed how important it is for each of the hospitals to keep the SERHOLD listings updated.

Mary Z. mentioned that there have been some anomalies –such as when an ISBN number begins with a “zero” it gets dropped. There was much discussion regarding differences in alphabetizing also, such as adding and dropping “the” if it’s the beginning of a title. It was mentioned that this could be a Marc record error.

Barbara Davis questioned the turn around times as she had been waiting for a book to arrive. Mary Z. said that delivery was also discussed at the HELIN meeting. A motion was made that all hospital libraries and the Department of Health be on a 5-day delivery. The motion was approved. Each hospital has to call OLIS to make this change.

Checkout policies were also discussed as libraries are checking materials in and out of HELIN but also maintaining own internal records. At this point, this cannot be helped. It is making double work for all the institutions involved.

Jo-Anne also mentioned the issue of holds. Libraries are receiving books for patrons and the patrons never pick them up. It was noted that patrons are able to pick a site that is closest to them even though they may have no affiliation with that site. But it was also suggested that patrons might be choosing the wrong pick up site.

**NAHSL** Janet stated that the conference will begin on Sunday, and all arrangements will be finalized on Friday and there is one more committee meeting on Thursday to wrap things up. She passed around a sign-up sheet for anyone who was able to help at a booth for the times allotted. She pointed out that some things were done differently this year, such as on line pre-registration and also an on line evaluation. The online evaluation will be emailed Thursday using “Survey Monkey.” The survey will be sent out to all NAHSL members, including past members, and will also ask why they didn’t attend and will give several reasons such as program appeal, dates, and if the cost was too high.

Barbara Davis expressed interest in the Evidence Based Medicine program being presented and suggested that ARIHSL could do this as a CE course sometime in the future. Barbara also inquired about bus transportation to RISD for the welcome reception and Janet said that the bus would run continuous during the time of the reception.

## **REPRESENTATIVE REPORTS**

**LORI** Mary Ann reminded everyone that LORI was on hiatus and that she is no longer the representative. LORI will be contacting/inviting a representative when they are ready. Mary Z. said that the LORI working group is still active and Elisa Jepson of South County Hospital has agreed to take over her duties.

**RI Library Board** Tovah sent a note that there was nothing to report at this time. The next meeting is September 26.

**Library Futures** Mary Z represented ARIHSL at the September 15<sup>th</sup> meeting and reported that the Databases Committee was the only group that has finished with their report and it presented suggestions on financing access and acquisitions. Since there is no Library Commission, they can’t proceed further because there is a question as to who has the power and authority to appoint, the governor or the legislature? The problem is there can be no answers until the Library Futures committee is installed. Jo-Anne clarified this by noting that there is a “separation of Powers Act” regarding the library commission and group purchasing policies. The Life Long Learning group is almost finished with their report and the Catalog Committee is still working on their report and a meeting is scheduled for September 21.

**NAHSL** An Executive Board meeting is scheduled for 7:30 a.m. at the conference.

**COLA** – Deb Porrazzo is the representative for this group as past president. Pat reported that Deb has noted that the Policy and Procedures Manual only says that the COLA Representative attends the annual meeting in February.

**RML** Penny told the group that they have just finished the renewal contract for RML and in January NLM will respond back with any questions. The contract actually ends April 30 and the new contract begins on May 1. They will have a booth at NAHSL and there is an RML resource library directors meeting Sunday at the conference and they

will also have a poster as the RML for the past 5 years. Donny Berryman is currently looking into some new consumer and health related and health professional databases and since this is the conference season, they've been exhibiting quite a bit.

### **Schedule of Meetings**

The next business meeting will be held on Nov. 16 at the Rhode Island Hospital Gerry House Lounge at 9:00 a.m. with coffee at 8:30. The next meeting will be on March 15, 2006, place to be decided. The June meeting is still in process and suggestions are welcome. MLA this year will be the 3<sup>rd</sup> week in May.

### **New Business**

Penny Glassman and Mark Goldstein were invited to let ARIHSL know about the Electronic Document Delivery grant from the RML. Mark handed out several informative brochures to everyone. He also mentioned that there is a meeting Monday at 4:00 during the NAHSL conference regarding interlibrary loan systems update including DOCLINE, LOANSOME DOC and LINKOUT with Jackie Lewis, Manager of EFTS and Jay Daly, Quick Doc, Beth Israel.

This Electronic Document Delivery grant is for Rhode Island and Southeastern Massachusetts. Mark explained each handout and enumerated the steps for proceeding with the paperwork in the application process to take advantage of this grant. He explained the letters of intent, and discussed in great detail the issues of firewalls, emails, and limits to the size of attachments, such as PDF files, TIF files. The outcome of this grant is to have all hospitals in the area using EDD, regardless of which Document Delivery process has been selected. Over the next year they will collect data to see what EDD systems institutions are using.

Letters of intent should be received between December and January. All monies must be spent by April 30, 2006 and currently they haven't set a maximum amount on grant awards per institution. As a word of caution to other institutions, Mary Ann mentioned as an example that RIH/Lifespan must go proceed through the Research Department first to be approved for this project. Institutions will make the initial purchases of equipment and then the RML will reimburse them.

The ARIEL process was discussed and there were several questions regarding support once the EDD was in place. Jim and Francine of Providence College mentioned they didn't purchase the support package, since their IT department was able to keep the system working. ARIEL has a List Serv that was helpful in showing what problems everyone was having nationwide with ARIEL.

In response to questions of the ongoing costs Mark said the only ongoing costs would actually be items such as toner cartridges, etc.

Barbara Davis mentioned doing this as group purchase through the state and there was some discussion since all the institutions in RI have difference requirements. The example of the State of Maine was mentioned, since the whole state went with the ARIEL program.

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Regina Swanson  
Secretary