

## **APPROVED**

### **ARIHSL Business Meeting**

**November 16, 2005 9:10 A.M.**

**Rhode Island Hospital, Gerry House**

**Attendance:** Bill Anger, Women & Infants; Jo-Anne Aspri, Treasurer, Kent Hospital; Cheryl Banick, VA; Rachel Carpenter, RIC; Janet Crager, Brown; Barbara Davis, Newport Hospital; Robin Devin, URI; Arline Dyer, GSLIS Student; Ruthann Gildea, Butler; Penny Glassman, RML, Umass; Pat Gorman, President, Memorial Hospital; Mary Ann Greene, Roger Williams Hospital; Barbara Janson, Johnson & Wales; Elisa Jepson, South County Hospital; Frank Kellerman, Brown; Pat Padula, Landmark; Tovah Reis, Brown; Jim Salisbury, PC; Mary Ann Slocomb, Lifespan; Regina Swanson, Lifespan, Secretary, Mary Zammarelli, President-Elect, St. Joseph's.

**Minutes Approval** – The September minutes were approved with no corrections.

**Announcements:** Pat thanked Mary Ann for hosting the meeting. Francine is retiring in December and everyone present signed her card. Pat will give the card and a Borders gift certificate to her in December. A plant was sent to Deb who is recovering from surgery and she will be back to work on November 28th. A card was sent to the family of Linda Iacobbo, who recently passed away. She was a long time employee in St. Joseph's library with Mary Z. A card was also sent to Erika Schmidt on her recent marriage. She was the librarian at Butler several years ago. A thank you card was received from the NAHSL conference committee for the ARIHSL welcome reception sponsorship. Mary Ann Slocomb announced that Sue Warthman is joining Lifespan as the Public Services Librarian.

## **PRESIDENT'S REPORT**

**ARIHSL Committees** – Pat reported that there are still some committee slots not filled such as the chair of the education committee and the HELIN serials committee. Regarding the HELIN committees the goal is to have a hospital librarian serving as the primary representative and the alternate can be from an academic institution as there aren't enough hospital librarians to serve on the many committees. Deb Porrazzo and Janice Schuster will serve on the Collection Development committee, Mary Zammarelli and Jim Salisbury will serve on the Access Services Committee and Barbara Davis will serve on the Reference committee. There still needs to be an alternate to the Reference Committee. Elisa Jepson will serve on the LORI ILL working group.

**LORI 5-day delivery** All hospitals are now on LORI's 5-day delivery. Barbara Davis clarified that the Naval Ambulatory Medical Center receives their deliveries through Newport Hospital.

**EDD Project.** – Pat asked if anyone was pursuing the EDD grant being offered by the RML. Some libraries already have the equipment and plan in place and are not pursuing the grant.

**Westerly and Eleanor Slater Hospitals** - Pat reported that it is still unclear whether Westerly will continue to maintain a library as they have not yet made a decision. Mark Goldstein spoke with the administrator in charge of the library and gave them until the end of the month to decide before removing them as active participants in DOCLINE. Pat also reported that she spoke with an administrator at Eleanor Slater about the library and was told they are maintaining the library for their own staff. This person indicated he would like the collection to remain in HELIN. Pat has referred this issue to Bob Aspri.

**Other** – Representatives of AHEC (Area Health Education Center) will present an overview of their organization at the conclusion of the business meeting. It has been suggested that ARIHSL continue its outreach efforts by participating at the annual meetings of local organizations such as RISNA (Rhode Island State Nurses Association). Tovah has already spoken with Bob Aspri about the possibility of an ARIHSL presentation at the 2007 HELIN Annual Meeting.

**Treasurers Report** – Jo-Anne Aspri reported there has been no activity since the last business meeting. The current balance is \$905.80. A treasurer’s report is attached to the print minutes.

## **COMMITTEE REPORTS**

**Bylaws** – Jo-Anne had nothing to report at this time. There was a discussion regarding ARIHSL representation to COLA as the Policy and Procedure Manual says that the past president need only attend the annual meeting in February. It was decided that the following change be made to the Procedure Manual: “attends regular monthly meetings of the COLA board.” If the past president is unable to attend, the president will appoint another representative since ARIHSL should be involved with this organization. Jo-Anne will reword the Policy and Procedure Manual and will bring it to the executive board and send it out to all members.

Mary Z. noted that the ILL codes and guidelines should be linked in the Policy and Procedure Manual. She said that she is not able to find in the guidelines that DOCLINE is a requirement for ARIHSL membership and that membership requirements need to be clarified. Mary noted that the Shared Resources committee will be revising the ILL codes and guidelines.

**Education** – Pat reported that she is still looking for an Education chairperson. Mary Z. reported that she is checking to see if Shane Sher from the Providence Public Library can present the “Making the Most of GOOGLE” class at the next ARIHSL meeting in March. Janet offered to show the MLA patient safety web cast program in January but there wasn’t much interest as most hospital librarians have other priority topics.

**Electronic Communications** – Penny has made all the changes that have been requested.

**Memberships** - Mary Ann told the group that an email has been sent out to current members to remind them of their membership dues and so far four individuals and two institutional members have been received. The membership forms are on the web and Mary Ann will send another reminder email. She also reminded everyone to use the Miriam Hospital address.

**Shared Resources** –Mary Z. reported that the committee will be revising the ILL code and guidelines. She reminded us to enter the third quarter ARIHSL statistics. She will discuss the problem with the statistics form and data being deleted with Penny. There is still some confusion regarding the DOCLINE statistics and HELIN statistics and the possibility that borrows and loans are being counted twice. Jo-Anne distributed a HELIN activity sheet, noting the ARIHSL lending and borrowing over the past year. Jo-Anne noted that we might want to start looking at collection development in terms of individual libraries maintaining a smaller core collection and building more specialized collections that we can then borrow.

**Nominating Committee** – Deb was absent and there was no report at this time.

**NASHL Conference** - Janet Crager said that the finances from the Westin Hotel and RISD have not been finalized yet. The original bills from the Westin had many errors and were sent back for correction and haven't been returned yet.

Based on the evaluations forms Janet rated the conference a B+. She felt that she could not give it an A rating based on evaluation comments regarding the speakers and the food. The two new features this year were the on line pre-registration and the online evaluation and both were well received. Bill gave the statistics of 265 evaluations electronically sent, ten addresses were defective and returned, about twenty to thirty were fixed and resent. There were a total of 152 attendees and 101 responses from attendees and an additional 30 NAHSL members responded who didn't attend the conference. There were a variety of reasons for not attending but one that Janet thought interesting was that one person couldn't attend two conferences in the same year. (October 2004 and September 2005). Janet has the evaluations available for anyone who wants to see the information.

Mary Ann and Janet have paperclip holders, folders, and other supplies left over so Janet suggested we do an outreach program with a local school to explain a little about medical libraries and hand out the leftover items to the school children. Janet suggested San Miguel School or Sophie Academy. Everyone agreed this was a great idea; and Jim, Janet, Mary Z. and Tovah will get together to set something up.

**HELIN** – It was reported that the annual HELIN conference will be held on January 10<sup>th</sup> at Bryant University. HELIN has a number of trial databases to be reviewed. It was noted that the representative from OVID is willing to negotiate individual packages.

Library access policies are now prominently displayed on the HELIN page and need to be kept current. Bob Aspri is still negotiating with New England Journal of Medicine for a group purchase of online access.

## **REPRESENTATIVE REPORTS**

**COLA** – Deb Porrazzo was absent so no report at this time

**LORI ILL Working Group** - Elisa Jepson reported that the ILL working group is planning on providing LORI ILL training but no dates have been finalized as yet.

**NAHSL** – Mary Ann mentioned that the Executive Board meeting was held during the NAHSL conference and that Janet is the new NAHSL chairperson. The conference next year is October 13<sup>th</sup> – 16<sup>th</sup> at the Hilton Hotel in Hartford Connecticut with the opening reception at the Mark Twain House. Janet asked for a volunteer to go to the next meeting with her on December 2<sup>nd</sup> 10:00a.m. – 3:00 p.m. as Mary Ann cannot attend the meeting at that time. That person just has to give a report on what's going on in Rhode Island.

**NAHSL Hospital Task Force** - Barbara Davis reported about the three objectives of the task force. The first objective is to support hospital librarians and libraries throughout the region. One of the ways they are doing this is to prepare a hospital library orientation packet that will be distributed by the RML. This packet will contain things they feel are important and informative for a new librarian and will include welcome letters, useful bibliographies, phone numbers, and a list of frequently asked questions. The goal is to support the new librarian and it is being trialed now. The second item they are working on is a hospital library interventional kit. This will help the RML know when there is a potential problem where the RML can intervene and will include letters of support, letters of regret, articles on library values, and certain policies and should be ready by March or April. The third item they are working on is a library marketing program which should be ready by June. The purpose of all of this is to support hospital librarianship.

**RI Library Board** Tovah mentioned that she was unable to attend the Board meeting that was held September 26<sup>th</sup> and that the next meeting will be next week. There have been some changes at the state library. Anne Parent of Office of Library and Information Services has been appointed Chief of Library Services. One of the branches of the East Providence Public Library has reopened.

**LibFutures Steering Committee** – Tovah reported that the report from the databases working group is posted on the LORI website. There is a meeting this Friday, and the other two working groups aren't finished yet.

**RML** - Penny mentioned again the funds available thru the EDD grant and that the money must be spent by the end of April. She asked of those who are going to participate to please get their paperwork to them by the end of January. The RML contract ends in May, so this needs to be completed before then. NLM has hired a consultant to review the NNLM, the website, and regional site and has someone who will

be looking at all the sites. Letters are available to be sent to hospital administrators for National library month. Penny will post this on the list serve if anyone is requesting a letter.

**Schedule of Meetings** The next meeting is March 15<sup>th</sup> at Kent Hospital and will be a morning meeting. Coffee starts at 9:00 and the meeting at 9:30. The annual dinner meeting will be June 21<sup>st</sup> and any suggestions for a place to hold the meeting are welcomed.

### **New Business**

Mary Ann and Tovah mentioned the Consumer Health Grant is at an end and they have submitted a poster about the grant at the poster session for MLA.

Mary Ann mentioned the Go Local Grant that she and Tovah are going to be working on putting together a proposal for a Go Local grant for Rhode Island.

Mary Ann invited the group to tour the Peters Library after the meeting.

Rachel Carpenter reported that Rhode Island College has submitted a proposal to establish a Masters Degree in Nursing for Acute Care and Community Health and this will be a concentration that URI doesn't have in their nursing program.

### **AHEC Presentation**

Our two speakers, Chris Tanguay, Executive Director and Lara Vares, Education Resource Coordinator are from AHEC, Area Health Education Centers. This is a national organization under the federal Health Resources and Services Administration (HRSA) and began in Rhode Island in 2004 with the Bureau of Health Professions. The organization is trying to bridge gaps between the general community and academic health programs and professions. They are getting their start through a medical school (Brown University in this case), but also work with several groups allied health groups throughout the state including nursing and allied health. They train health professionals and increase health care in underused areas. Within the next year there will be three chapters in RI – Central RI AHEC, Northern RI AHEC based in Woonsocket, and Southern RI AHEC based in Newport. Their motto is “Recruit, train, retain.” They will be providing after school programs where students go into medical settings with health professionals. The 3 groups across RI will be dealing with such issues as cultural competency among health workers and public health preparedness and will not just recruit high school students to go into the health professions industry, but will also train health professionals to mentor students. They will do training sessions with doctors to be mentors and in return for the doctors services, will be providing services to area physicians such as different databases like Up-To-Date. Their program will be student recruitment, training and continuing education and ongoing support and access to health. Right now they are not working with individual hospitals, but rather with the hospital representative, Hospital Association of Rhode Island.

The AHEC website is [www.nationalahec.org](http://www.nationalahec.org)

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Regina Swanson, MLIS  
Secretary