

**ARIHSL General Business Meeting,
December 1, 2004
Butler Hospital 9:00 a.m.**

Present: Jo-Anne Aspri, Treasurer, Kent Hospital; Barbara Janson, J&W Culinary; Penny Glassman, Regional Medical Library, UMMS; Pat Gorman, President-Elect, Memorial Hospital; Grace Varghese, Eleanor Slater Hospital; Winifred Jacome, NACC, Newport; Mary Farias, Newport Hospital; Frank Kellerman, Brown University; Andre Nault, URI Grad Student; Robin Devin, URI; Pat Padula, Landmark Medical Center; Mary Ann Slocomb, Lifespan; Tovah Reis, Brown University; Francine Mancini, Providence College; Janet Cramer, Brown University; Regina Swanson, Secretary, Lifespan; Deborah Porrazzo, President, Dept. of Health; Ruthann Gildea, Butler Hospital; Mary Zammarelli, St. Joseph Health Services of RI.

Approval of minutes from Sept. 15, 2004: Minutes were approved with no corrections.

Announcements: Deb thanked Ruthann for hosting this meeting at Butler and thanking her for providing us with such a wonderful breakfast. Deb also thanked Jo-Anne for providing us with the special pastry to celebrate the conclusion of the grant.

Deb announced to the group that this is Mary Farias last meeting as she will be officially retiring in March, 2005. Deborah presented Mary with a card signed by everyone present and a gift of jewelry to remember all her friends from ARIHSL and to acknowledge her long association with ARIHSL.

Deb also thanked Pat Gorman for filling in to take the minutes for the past meeting since Reggi was on vacation.

President's Report: Deb made a motion that we include in the attendance record section of both Executive Board and General Business meeting minutes, the name of the library institution represented and the executive office held of members present. This will help new members identify everyone and also be helpful in the archives. The motion was accepted and these will be the first minutes to reflect that change.

Deb introduced Penny Glassman from the RML who will be presenting to the group later in this meeting.

Deb announced that the next business meeting will be March 16, 2005. Pat Gorman has made arrangements for it to be held at PC. The speaker has yet to be arranged. Francine mentioned that there could be a parking problem, so everyone should get there early, but there is a new parking lot by the library.

There will be a town meeting for libraries on Monday, December 6, 2004 at Bryant College and so far there are approximately 62 librarians who will attend. There is no fee for attendance.

Jo-Anne announced that there will also be a HELIN wrap up meeting on Wednesday, December 8, 2004 from 2:00 p.m. to 5:00 p.m. at Providence College Library to air problems or technical issues. Providence College's electronic classroom has about 18 computers, so this can be a hands on session if needed.

Mary Ann also announced that beginning Monday, December 7, 2004, the Miriam Library will be moving for approximately 2 week to the Fain Building temporarily for two to five years and services will probably be down during that two to three week moving period. The phone number of the library will remain the same.

Tovah had extra handouts for anyone who wanted them from the Health Literacy Program she attended at the NAHSL conference in Maine this past fall.

Deborah informed the group that on October 7, Pat, Tovah, Deb and Reggi looked at the archives which have now been, for the most part replenished, thanks to several members who have saved materials over the years. There are three boxes total. One box consists of all Union Lists in chronological order and the other two boxes are meeting minutes and miscellaneous items also arranged chronologically. The archives will remain in Tovah's office at Brown and she will maintain them there and add items as necessary. Deb thanked Tovah for providing acid-free folders and boxes and Tovah thanked Janet and Frank for providing so much of the missing information. Once it is determined if there is any other newsletters missing, Reggi will contact the Historical Society and see if they have the items, if so we will photocopy those items and add them to the archives.

There was an update of the Advisory Committee meeting between Bill, Penny, Barbara Davis and Janet regarding updating the website. Bill made a report at the Executive Committee Meeting and Penny has a list for Deb. Since Bill wasn't able to be at this meeting, Mary Ann brought the binder from Bill showing what pages are going to be replaced and changed. Penny reported that the changes should be complete by January or the latest, by the March business meeting.

There was a special meeting of the Executive Board on October 15 regarding the Futures Steering Committee's recommendation that ARIHSL solicit a \$25,000.00 contribution from CVS to go towards the proposed \$90,000.00 salary of a proposed consultant to study library issues in RI. That special meeting, which included special guest Anne Parent of OLIS, resulted in a decision by the ARIHSL Executive Board to not support writing a letter of solicitation to CVS or any other drug store chain for funding a consultant and/or statewide study of libraries which the Board deemed as unnecessary. The idea of a Town Meeting was proposed as a forum to invite all RI libraries to discuss needs, ideas, etc.

Treasurer's Report: Jo-Anne Aspri submitted a copy of her report for everyone. The beginning balance was \$1082.08 and the current balance as of 11/30/04 is \$746.48 with two checks issued for \$335.60

Committee Reports:

Bylaws – Nothing to report at this time.

Education – Nothing to report at this time since no one is currently filling the role. However, it was noted that the Consumer Health Seminars have been a great success and there was one on November 30, and one scheduled for January 26, (snow date is 2/2/5). The January seminar is not MLA accredited since it is state and locally focused. Mary Ann will be sending out notices. There are two more scheduled for March 3, 2005 and March 10, 2005 on Medline Plus and PubMed and these are MLA accredited and will be held at the Greenville Library. There will possibly be two more in April and June at which time they will be bringing back the same instructors, since their performance was excellent. Someone asked the time frame for this grant. Mary Ann stated it was for 15 months. We can get an extension on the time but not the funding so it will probably finish up next fall. Yesterday's seminar (11/30/04) had 50 librarians signed up and 40 shows. There were 36 for the previous group and they included medical librarians, public, and academics – this was information gathered from the evaluations. There was good interaction among the different groups. The March and June seminars were announced at that meeting. Mary Ann is keeping track of attendees. Tovah and Mary Ann explained the certification of the health certificate. Flyers will go out to LORI, list servs, the LORI calendar and to various library directors.

Electronic Communications – In Bill Anger's absence, Mary Ann gave Deb the binder of the draft of proposed website updates. Penny Glassman reported that the changes should be completed by January or the latest, by the March business meeting.

Membership – Mary Ann sent out a message in November and will send a reminder as well. So far she has 2 institutions and 3 individuals responses. Mary Ann also has letters of intent and Jo-Ann has the checks. Mary Ann mentioned a problem with the general mail delivery and suggested that everyone who is able to could use the LORI system as well. Deadline date is 12/31/04. Forms are on line as well as letters of intent. Thanks to Penny for getting that on the web page. There also could be problems with internal purchasing departments trying to get checks cut.

Shared Resources - Mary Z. indicated there will be a meeting in January, and reminded the group that anyone who hasn't submitted their 3rd quarter statistics from July to September, please do so now. So far only Westerly Hospital and RIC have not submitted statistics for 2004. It was suggested that Mary will follow up with RIC with a phone call first to find why there has been no compliance with statistics. There has been a change in personnel and it's possible that the statistics job hasn't been delegated as yet. There is no word on who is actually doing the librarian's job at Westerly Hospital. Some one has been named to oversee the library while the librarian is on medical leave, but Mary Z. has been unable to get in contact with him.

The question was raised about whether we have to fill any requests from Westerly Hospital at this point as they are not a member of Docline and LORI, and currently no

one in the group knows if the collection is even being updated at this time. Deb suggested that everyone move Westerly to a far cell in the DOCLINE routing table so that requests don't get held up and will be referred on.

Nominating Committee – Nothing to report at this time. Tovah asked if anyone was interested in being an elected official next year. There were no responses.

NAHSL Conference Planning Committee – There is a meeting planned for December 16 from 2:00 p.m. to 4:30 p.m. at Memorial Hospital library and they are currently working on the website. It will look like a prescription pad. Both Penny Glassman and Barbara Davis will attend and Penny will be setting up the website. It will be a whole medical theme, not an “ocean state” theme. The website will have a whole series of puns and double entendres and will be more of a fun site than a serious site. Janet gave some examples regarding the whole prescription pad setup. Someone asked about the speakers and Janet indicated that they have a quite a few that they are looking at but haven't committed yet, and those names will be discussed at the Dec. 16th meeting. Janet explained all the different sections that will appear on the prescription pad web page and will send information out so everyone can comment on it for the next Dec. 16th meeting. She also mentioned that there are still several slots open on committees for the conference and need to be filled if anyone is interested and she has the description of those unfilled offices and will send the information out to anyone interested. There are guidelines available and anyone who wants to fill a committee chair will certainly have the assistance of any of the past chairpersons to help if necessary. Someone mentioned funding and the fact that our treasury isn't able to cover much at this time. Janet indicated that the whole idea is that the conference will pay for itself, and isn't dependent upon ARIHSL. NAHSL will pick up expenses and Brown sponsors also, usually with the welcoming reception. Janet and Ruthann had selected the RISD Museum as the welcome reception site, which is to showcase an Edgar Degas exhibit during the time of the conference. Deb and Francine had previously investigated pricing at the Federal Reserve

HELIN/ARIHSL Update: Jo-Anne said the final report is being sent to OLIS today. Statistics pre-and post-HELIN were discussed. Desserts today were provided to celebrate the termination of the grant and getting all the health sciences libraries into the HELIN catalog. On December 8th there will be a follow up/wrap up meeting in the PC electronic classroom where attendees can discuss any problems they've encountered so far with respect to procedures, electronics and some bugs that need to be worked out regarding cataloging, barcodes and adding and deleting from the system. Bob Aspri and Ruth Souto will both be in attendance to discuss any problems and issues. It was pointed out by Jo-Ann that some of the statistics aren't quite correct, considering that the tests that Ruth Souto performed during the training sessions actually were counted in the statistics, so those are actually false hits which will have to be dealt with at some point. She indicated that probably the next step we should all be taking is how to market our individual participation in HELIN to our own patrons through internal advertising. She will try to come up with some logo or theme that we can all use maybe through a

brochure or even a bookmark. There wasn't much response to the general email that was sent out.

Robin Devin of URI also mentioned this will also be quite a savings, since now their students can borrow some of the more expensive medical books instead of having to buy them. A question was asked if the serials holdings for each library will be entered into HELIN as well. That is still up in the air, especially since CRIARL UL will be eliminated sometime in 2005 and we have no replacement for that valuable database as yet. The general feeling is that serials will be added to HELIN. Jo-Anne indicated that this problem will be brought up at some later HELIN meeting, and possibly there may be another grant for the serials to be added. The statistics for HELIN usage were discussed and will be available in HELIN for all to see.

Deb asked about any changes being made and asked if Bob could send the EXCEL format again. Jo-Anne said that they are created some different formats for different needs, i.e., deleting, adding, changes and designating what parts of the collections are not for circulation. She also discussed the problem with the barcodes that many of the books we have barcodes for do not have the same call numbers as what we actually have on the shelf. The explanation for this was because of the procedure used to get all the records into HELIN. Records from Marcive were translated through OCLC for HELIN. Ultimately the OCLC call number took precedence over the Marcive number, so many of the numbers are a little skewed.

At the upcoming meeting Pat Gorman volunteered to take notes and hopefully Bob will have something in writing to hand out. Mary Farias asked if we would be able to do our own deleting of records or changes and Jo-Anne explained that HELIN was working on a program that may allow that. Until then, we are to submit changes on the specific EXCEL sheets that Bob and Ruth will be providing us as templates.

Deb described her experience of requesting a book and that the system seems to be working quite well. Jo-Anne cautioned against doing too many tests since it can skew the statistics data.

Tovah thought that perhaps ARIHSL is not the correct term to be using, since Brown is part of ARIHSL, but within HELIN, they use the program InRhode. Now that the grant is over, it is not necessary to continue to refer to the libraries collectively as ARIHSL. Also ARIHSL isn't responsible for paying the fees, the individual hospitals are responsible. Discussion ensued about the ARIHSL subset. Some distinction needs to be made for the "health affiliates." It was discussed whether the entry should read Health Sciences Libraries/Dept. of Health and actually how much room is available in that space for all the letters. It was pointed out that we've had more clout as a group and we are only now using a small portion of the circulation module of HELIN. The actual membership is over \$100,000 so with the grant we were included. Without the grant we probably wouldn't be in the HELIN catalog. Deb asked if anyone has objection to just using "health" instead of a longer term and Jo-Anne suggested that we all email back and forth before the Dec. 8th meeting and indicate this to the committee.

Barbara Janson who is a new member of ARIHSL from J&W Culinary library is in the process of going “on line” and explained that her library has 13,000 culinary books and 13,000 education books and has about 5 going out and 5 coming in so far with the system. They also have a very good nutrition section available for loan.

LORI Committee Meeting - Mary Ann missed the last two meetings due to illness.

RI Library Board – Tovah reported on the Gale Foundation training grant was given to RI for training of librarians and the Spanish-speaking population. A bilingual trainer is teaching basic computers and Internet use at Rochambeau and South Providence branches and Central Falls. By November over 100 people have been trained. She also mentioned that Medline Plus is available in Spanish.

The Providence VA Medical Center Library won an award from the National Commission on Libraries and Information Science for its services in consumer health and had a ceremony held August 30th.

Every town in RI now has a library with Exeter being the last and opening September 25th.

The government information website: <http://www.info.ri.gov> which is maintained by OLIS, has undergone significant changes and is now available as a database-driven resource and includes Spanish resources.

Crossroads RI (which was formerly Travelers Aid) is in its new building at 160 Broad Street and has a small library for its clients. Volunteer librarians are needed, as well as donations of children and adult books and CDs.

The group saw a video about “Web Junction” which is an online community where library staff meet to share ideas, solve problems and take online courses. It is funded for three years by Gales Foundation and hosted by OCLC

There have been a number of changes in the office of administration but OLIS will keep its name and Anne Parent will continue reporting to Tom Collins, CIO, Division of Information Technology.

Futures Steering Committee – Tovah mentioned again the December 6th town meeting. Deb asked for clarification and an explanation of how this all began and Tovah provided the group with the following background as to how and why we got to having a Town Meeting.

1. On Dec. 6, 2003, RILA invited representatives from all RI networks, library associations, OLIS and URI Library school to propose a new state wide multi-type library study. Reasons for this were a). past studies didn’t result in legislation for funding deemed necessary by the library community, b). with changing demographics in the state there was a need to see how these would impact library services and c). to see if there could be more cooperation between multi-type libraries.

2. Since that first meeting the following has been accomplished:

- a) A steering committee has been set up
- b) The Gilmore Lecture has taken place – Future

- c) The Library Futures conference was organized by the LORI Committee and took place in May, 2004
 - d) A web site has been developed for LibFutures, hosted at RIC
 - e) A legislative commission was set with 21 members comprised of librarians, legislators, representatives from the public and appointed by the governor. Mary Ann is the representative of hospital libraries. It is co-chaired by 2 legislators.
 - f) A steering committee was working to get a consultant, RFP, and funding
3. What has changed so far:
- a) Steering committee got feedback from ARIHSL and CRIARL that we don't see a need for another study.
 - b) Recommendations from previous studies have not been implemented
 - c) If we can raise funds, should use it for users and not to pay for a consultant
4. What is next?
- a) Steering Committee has accepted ARIHSL proposal to hold a town meeting – “What is next for RI Libraries?” Didn't have a chance to do this at the Futures Conference
 - b) Purpose of the Town Meeting: In an open forum, discuss previous studies, what is still relevant
 - c) Decide together on several major goals
 - d) Develop a shared vision/find shared interests
 - e) Prepare material for legislative commission

It is Important that people from all types of libraries attend. In finishing, basically, no study is needed, no consultant is needed, and we will try to have several town meetings

Tovah ended with an invitation to all those present who may want to attend the Town Meeting that they could still register until 5:00 p.m. today, December 1st.

COLA – The association's meeting will be February 15th at the State House and they are going to be doing a strategic plan since one hasn't been done in about five years. Brown will be preparing an email list for them as well, since they weren't currently on line.

After all the reports, Deb congratulated ARIHSL for having played such a vital role in getting the library community to re-think the wisdom of having another statewide library study conducted, which in effect, resulted in the planning of a future Town Meeting.

RML Update

Deb introduced Penny Glassman from University of Massachusetts Medical Center, who gave the group a Powerpoint presentation of an overview and an update RML (Regional Medical Library) and her presentation ended with a question answer session focusing on what the RML can do for us. Penny sent a list of suggested questions to the group for preparation. Some of the items of interest with which the RML may be able to help included Database licensing and electronic journal subscriptions. Penny added that this

may not be a regional issue but more of a state issue since there is licensing that crosses state lines, but they can look at it.

Janet inquired about government documents and government websites that it was all puzzling and confusing and would like some clarification on that. For example we are all asked about different medical statistics, conferences, guidelines, etc., and it would be wonderful if there was an easier way to retrieve this information for our clients, since almost everything is now on line.

Another inquiry was made about ABMS, if there was something that may be a substitute that was on line, since the ABMS and other directories like that are very expensive. It was mentioned that this information had been available from Medline Plus, but is no longer free, we must pay for it now. It would be good to have information available readily on computer that would include physician evaluation, hospital evaluation and joint commission information.

Old Business

New Business

A discussion regarding ARIHSL membership renewals and dues ensued where it was again noted that Westerly Hospital's status was unknown. Robin Devin suggested doing an outreach to Westerly, which has undergone a re-organization with a new CEO. It was decided that we hold off on any type of outreach until February when we would have a better handle on membership renewal status.

The meeting was adjourned at 11:50 a.m.

Respectfully Submitted,

Regina Swanson, Secretary