

**Health Sciences Libraries of New Hampshire and Vermont
Business Meeting Agenda
October 15, 2009
11:30 am – 12:00 am**

1. Welcome, introductions
2. Corrections or additions to minutes of May 7, 2009 meeting, approval of minutes to May 2009 meeting
3. New Business
4. NNLM-NER update
5. Committee Reports
 - a. Administration Committee
Coordinator: Anne Conner
 - b. Finance/Membership Committee
Coordinator: Maureen Dunn
Membership: Nancy Bianchi
 - c. Program and Education
Coordinator: Jessie Cassella
 - d. Communications
Coordinator: Sheila Hayes
6. NAHSL Liaison Report: Claire LaForce (June 12, 2009 notes posted on HSL website)
7. Resource Libraries
 - Vermont: Marianne Burke
 - NH: Bill Garrity (afternoon)
8. North Country Consortium report
9. Next Meeting Date & Location
10. Announcements
 - a. MLA CE scheduled for November 18 from 2 pm – 4 pm @ DHMC
“Cut the Cord: Connecting to our Mobile Users”
(DHMC, Videoconference Room, Level 2)
 - b. other
11. Adjourn Business Meeting

Health Sciences Libraries of New Hampshire and Vermont
May 7, 2009 Minutes

The welcome and opening was presented by Anne Conner. Marianne Burke moved to accept the October 2, 2008 meeting minutes and Nancy Bianchi seconded, motion carried.

The Terms of Office were extensively discussed with the following results:

Administrative Committee -

Coordinator - Anne Conner 10/2008 - 2012
Bylaws/Handbook - Katie Doherty 10/2008 - 2012
Archives - Marianne Burke Spring/2008 - Spring/2010

Finance/Membership Committee -

Coordinator - Maureen Dunn 2007-2012
Treasurer - Karen Matthews 2005-States that she can remain treasurer
Membership - Nancy Bianchi 2008-2011
Scholarship - Claire LaForce stated that she is not sure anyone is designated. Maureen Dunn stated that few people have applied for scholarships in the recent past. Marty Fenn is considering the position.

Program and Education -

Coordinator - Gayle Tudisco is ending her term. Jessie Casella will take the position for one year spring 2009 - 2010.

Communications -

Coordinator - Sheila Hayes Spring 2007 - 2010
Webmaster - Sheila Hayes 2008 - 2011
Alice brought up all the issue of the newsletter, now all the news should go on the Website
Send all news for posting on the Web to Sheila Hayes
Listserv - Alice Reed-Gorski will continue for another three years.

Marianne Burke opened the discussion on the issue of liaisons to other organizations. Currently Claire LaForce is the liaison to NAHSL for 2008-2011. Sheila Hayes, Mimi Guessferd, and Betsey Merrill are members of the Regional Advisory Counsel - Hospital Library Sub-Committee. Xavier gave a brief description of the RAC. This description included some of the functions such as assisting in the

planning for disasters, consumer issues, and the initiatives of the Hospital Library Sub- Committee.

The Bylaws changes were discussed. GeeGee Zaveson motioned to accept, Alice Reed-Gorski seconded, the motion was carried.

A discussion on the availability of scholarship funds to the membership for CE credit and towards registration fees of conferences was conducted. Maureen Dunn favors that a % of the budget be set aside for scholarships. Norma Phillips and GeeGee Zaveson brought up the questions of how are scholarships based and how much has been spent in the past. Marianne suggested that the scholarship fund be used for NAHSL and MLA attendance and 20% of the budget be available for scholarships. GeeGee Zaveson made a motion to have 20% of the budget be available for scholarships for conference attendance and CE programs for 2009-2010 to see how it works out. Maureen Dunn seconded, the motion was carried.

Javier Crespo reported on our RML activities which included training and promotion of PubMed and Docline changes. More distance based learning is being proposed. An 8 credit course on Emergency Preparedness for Hospital Libraries is in development. The Hospital Library Survey of Hospital Administrators study conducted by the RML is being compiled to help promote and calculate the value of hospital libraries. So far the results suggest that Hospital Libraries be involved in Patient Safety initiatives, nursing education and consumer outreach beyond the hospital walls. Penny Glassman is still doing the Website maintenance. No date has been stated when she will not be available at this time. The RML is in its fourth year of its current contract. There is funding available for outreach to other populations such as PA's and PT's and support for upgrades in technology.

The Committee reports were read and accepted as read. It was successful to post the reports on the Website prior to the meeting.

Claire LaForce reported on NAHSL. Her report is on the Website

Marianne Burke reported on the activities at UVM's Resource Library. This report was handed out and was not posted on

the Website with the Committee Reports. Marianne suggested that the two state libraries be invited to speak at our next meeting.

The meeting closed with a discussion about having a fall meeting that is part of the NAHSL Conference or separate from the Conference. The matter will be discussed on the Listserv. The Steering Committee will analyze the results. Nancy Bianchi moved to adjourn the meeting, Maureen seconded the meeting.

The Meeting was followed by presentations by Nancy Bianchi and The Goodwin Group as well as a free discussion among the membership.

Respectfully submitted,

Sheila Hayes
Coordinator of the Communications Committee

**HSL Administration Committee Report
October 15 2009**

1. The four committee coordinators met by phone July 13, 2009 to discuss work by four committees (Admin, Communications, Program, Finance).
2. Bylaws change to Article X (Amendment of Bylaws) were incorporated into HSL Bylaws which are posted on the HSL-NH/VT website.
3. Given that Maureen Dunn is on leave until the end of 2009, Anne Conner volunteered to oversee the Finance Committee (in particular, the Scholarship Committee) until her return. The Scholarship Committee awarded HSL members a total of \$635.00 to attend NAHSL (combination of CE, registration)
4. We are in the process of updating the HSL Scholarship Form to conform with the one NAHSL uses. The updated form will be incorporated into the HSL Organizational Handbook.

Submitted by Anne M. Conner
October 15, 2009

Health Sciences Libraries NH/VT
Treasurer's Report
October 15, 2009

Account Balance--May 2009 \$5,068.07

Income

	5/21/2009 Deposit/meeting/memberships	\$590.00
	7/24/2009 Deposit/memberships	\$20.00
	Deposit/memberships	

\$5,678.07

Expenses

	415 Fireside Inn	Spring meeting expenses	\$785.78
	416 Fireside Inn	Fall meeting expenses	\$300.00
	417 Allice Reed-Gorski	NAHSL continuing education	\$60.00
	418 Claire La Force	scholarship bag	\$27.76
	419 NAHSL	Betsy Merrill scholarship	\$215.00
	420 Geegee Zaveson	NAHSL scholarship	\$215.00
	421 Fireside Inn	Fall meeting expenses	\$755.58
	422 Jessie Casella	NAHSL scholarship	\$145.00

\$2,504.12

Account Balance--October 2009

\$3,173.95

October 8, 2009
HSL NH/VT Program Committee Report

In the spring of 2009, the Program Committee conducted a survey to determine preferred meeting locations and meeting options (meeting once or twice a year, in person or via the web). Results of the survey indicated that a majority of members preferred a central meeting location and meeting in person.

At the Spring 2009 meeting, Gayle Tudisco retired as Program Committee Chair and Jessie Casella took over the role as Chair.

As suggested at the spring meeting in 2009, the fall meeting will focus on collaborating with the state librarians of Vermont and New Hampshire. The state librarians Marty Reid, from Vermont, and Michael York, from New Hampshire, both accepted the invitation to speak at the fall meeting.

Also as suggested by the members at the spring meeting, the business meeting will be a half hour and the discussion forum will have more focused topics.

Respectfully Submitted,
Jessie Casella, Program Committee Chair

HSL-NH/VT FALL MEETING 2009
COMMUNICATION COMMITTEE MEETING
REPORT

Since the Spring Meeting 09 more of our business was posted on the HSL Web Site. This was received favorably.

Respectfully submitted,

Sheila Hayes

HSL-NH/VT Membership Committee Report
October 15, 2009

- Currently, there are 39 members of HSL-NH/VT.
- Our organization welcomed four new members this year:
 - Elinor Avery - Dana Medical Library, UVM, Burlington, VT
 - Susan Bishop – Dana Medical Library, UVM, Burlington, VT
 - Joyce Goodale - Manchester VA Medical Center, Manchester, NH
 - Marie McGarry – Dana Medical Library, UVM, Burlington, VT
- The 2009 Membership Directory has been submitted to the HSL website.

Respectfully submitted,
Nancy Bianchi

8 October 2009

North Country Consortium of Health Sciences Libraries
Meeting Notes
Thursday, September 24, 2009

Present: Geegee Zaveson, Betsy Merrill, Anne Conner, Joyce LeClerc, Stacy Wein, Phyllis Campbell, Jen Davis

Statistics: There was a discussion about keeping statistics for workload recording. Joyce LeClerc distributed copies of the tool which she uses.

Cataloging: Jen Davis informed the group that she received a note from MARCIVE with her most recent Rittenhouse order to the effect that although MARCIVE will discontinue catalog card production services, they will send PDFs of the catalog record, which can then be printed. There was concern about having a printer that will accommodate the weight of the catalog cards.

There was discussion about questions to ask the state librarians at the upcoming HSL meeting regarding inclusion of holdings from medical libraries in the state library databases.

Consumer Health Project: Stacy Wein described a consumer health project which she has undertaken in the Copley Hospital Service area. We discussed the idea of including this activity in community benefits reporting (which each non-profit in New Hampshire must submit in order to maintain non-profit status). Anne will distribute (via e-mail) what Littleton Regional Hospital uses.

Involvement with nursing services: The group discussed success stories in communicating with nursing, in particular, and other departments:

- Working with students
- New employee orientation
- Partnering with education nurse
- Presentation to nursing leadership council
- Presentation at annual nursing skills day
- Physician newsletter
- Opportunity on Doctor's Day

The group would like to meet again before the end of the year (? Right after Thanksgiving). Anne will send out a few dates.

The meeting adjourned at 12:00 pm.

Respectfully submitted,

Anne M. Conner, Coordinator, North Country Consortium