

**Annual Business Meeting  
April 12, 2002  
Casa Monica Hotel - St. Augustine, FL**

The business Meeting was called to order by President Naomi F. Elia at the Casa Monica Hotel in St. Augustine, Florida on Friday, April 12, 2002 at 12:45 PM. Barbara Francis University of Florida made a motion to approved the minutes of the May 28, 2001 Business Meeting and Narges Ahmadi of Lee Memorial Health System seconded the motion.

**OFFICER'S REPORTS:**

**President:**

Naomi began her report by recognizing Pam Sherwill-Navarro hard work as this year's Program Chair. Acknowledgements were also given to the Local Arrangement committee members. Libby Anderson provided the artwork for the meeting and Amy Buhler was in charge of registration.

Two scholarships were awarded this year. Rebecca Harrington from Florida State University received the Student Scholarship. Rebecca is currently serving a library internship with Addajane "Midge" Wallace at Halifax Medical Center in Daytona Beach. Karen Roth of Morton Plant Mease Health Care was awarded the Librarian Scholarship. Karen will be next year's incoming Vice President/Program Chair for the 2003 annual meeting in Tampa, FL.

Many thanks were given to the Vendors who contributed. Naomi read aloud each Vendor name and indicated they were listed on the back of your program.

On November 19, 2001 the Executive Committee and Strategic Planning Committee met in a joint meeting in Orlando, FL. Topics that were discussed were increasing membership dues from \$10.00 to \$15.00 annually. The Committees decided to forgo the FHSLA 2004 Annual Meeting in the spring of 2004, and conduct an Annual Business Meeting at the Southern Chapter/MLA in Miami in the fall of 2003. The Executive Committee approved and adopted a form contract and related procedures to use with instructors and other speakers during Annual Meetings. This will standardize the procedures and offer continuity from one year to another as CE Coordinators and Program Chair change.

Naomi also reported that Pam Sherwill-Navarro initiated on establishing a FHSLA Librarian of the Year, which will be a non-monetary award and a Journal Club for the Association. These topics will be discussed during new business.

**Treasurer:**

Total deposits for the year were \$1,530.00. Expenses for last year's business meeting were \$812.72. A scholarship in the amount of \$123.00 was given to Annamae Tryphus, from All Children's Hospital is included in these expenses.

We had a \$500.00 deposit to the Casa Monica Hotel for the 2002 Annual Meeting. Total General Expenses for the year was \$1,052.91. This gave the budget a balance of \$6,211.07 as of December 31, 2001. Our balanced decreased in the year 2001 by \$335.63.

### **APPOINTED POSITION REPORTS:**

#### **ALERT Co-Editor:**

Tanya Feddern, Co-Editor for the ALERT reported this was the third year for the ALERT to be in the Miami Region. The ALERT has taken a new vision to become an informative information nationwide as well as for state. She reported this past year the ALERT has doubled in size and has added three new features, electronic tricks and tips for Word processing, Internet Resources listing addresses with a short description, and a job column. Goals for this past year were to provide the ALERT electronically through the web page. The first electronic issue was produced in the fall 2001. Future goals include the ALERT will be archived on the web page in its entirety. Tara Cataldo, FHLSA webmaster will be taking on this enormous task. It also was announced that the Editors plan to produce three issues a year and revamp the ALERT layout.

#### **Union List/Information Coordinator:**

Jan Booker announced the title change to this appointed position as an extension to her current position. This past year Jan indicated she only had a few phone calls in regard to the Union List. The Information Coordinator portion of this position will be to contact new Executive Committee Members, Committee Chairs, and other Principals and orient them to the responsibilities of their new position.

#### **Web Master:**

In the absence of Tara Cataldo, Jan Booker read her report. In the last year, there have been 12,368 user visits and 47,506 hits. This doubles the previous year. It is thought to be because the ALERT is now available online in PDF format. Additions were made to the meeting page listing the 2002 Annual Meeting information, Strategic Planning minutes, and the 2002 Scholarship winners. The membership page application is now available in PDF. Several ALERTS are on the newsletter page. Tara has not received any update information for the Membership Institutes page or the Continuing Education page in the last year.

#### **Listserv Coordinator:**

In the absence of Rae Jesano, Jan Booker read her report. Rae has indicated that she has added seven new people to the list. There have been nine changes in addresses due to email address changes. There were five people who have been reinstated on the list after being dropped from the list due to bounced messages. One person was deleted from the list. There were some problems with some people sending to the list. Rae hopes to fix these problems. One

hundred eighteen messages have been posted since May 25, 2001. Jan also reported Rae's first order of business for the upcoming year will be to clean out the bad or inactive addresses. Lastly, Rae ends her report indicating she is still getting a fair number of error messages from the Listserv.

#### **Continuing Education Coordinator:**

Susan McCullough first reported on the results of a survey sent out last year asking for suggestions for possible CE topics for this year's Annual Meeting. A total of twenty-six responses were returned. The top four requests were considered when selecting classes for the 2002 Annual Meeting: Health Sciences Information Services, Information Systems and Technology, Instructional Support Systems, and Management of Information Services. As a result two days of Continuing Education Courses are being offered during the 2002 Annual Meeting on Thursday, April 11, 2002 and Saturday, April 13, 2002. Susan also reported that the Executive Committee approved and adopted a form contract and related procedures to use with instructors and other speakers. Pat Clark of All Children's Hospital becomes the Continuing Education Coordinator for the fiscal year 2002-2003.

#### **COMMITTEE REPORTS:**

##### **Strategic Planning:**

Dottie Kelly, chairperson of the Strategic Planning Committee reported the committee met on November 30, 2001 in Orlando, FL. Two new members were announced to complete the required seven-member committee. Hilary O'Sullivan of Nova Southeastern University will be the "southern academia" and Cheryl Dee is the member for "at large member". A motion passed to vote at the Annual Business meeting to increase the membership dues from \$10.00 to \$15.00 annual. If approved the due increase will go into effect January 1, 2003. Dottie announced that since there won't be an Annual Meeting in 2004, the nominating committee will post nominations for officers voting on the Listserv. Voter ballots will be faxed back to be counted and officers will go into effect during the spring of 2004.

Dottie reported a bi-annual meeting would help financially but would not be favorable due to a loss in members over time. It is suggested when possible to have a joint meeting with other meetings to cut cost. This way a Business Meeting will take place and CE courses would be offered through the larger meeting. A show of hands by the members indicated an agreement.

##### **Membership:**

Deb reported she has solicited new members by telephone, in person, or by email. She has contacted persons from University of Phoenix and has faxed membership applications. Three applications were mailed to Jones College in Jacksonville. There was no reply from Jacksonville University and no interest at the University of North Florida. Four people were contacted via email and six

persons were mailed a letter with applications to no email address. Next year Deb indicated she would target Community Colleges and Public Librarians. She asked if anyone was interested in volunteering on the Membership Committee to contact her via email or telephone.

There are fourteen first time members attending the Annual Meeting. First Time Members stood for applause.

Annual dues must be in by May 30, 2002 to be included in the Membership Directory for the year.

**Membership Directory Editor:**

No report.

**Program:**

Pam Sherwill-Navarro acknowledged this was the Annual Meeting at the Casa Monica Hotel in St. Augustine, FL. She hopes all members are enjoying the meeting.

**Nominating:**

The nominating committee had two positions to fill. The nominees are Karen Roth, from Morton Plant Mease, for Vice President and Allison Howard, from USF Shimberg, for Treasurer.

**ELECTION OF OFFICERS:**

Naomi F. Elia, President called for a vote. Linda Butson of University of Florida made a motion to approve the two candidates for Vice President and Treasurer and Deborah Lawless of St. Vincent's Medical Center seconded the motion. No discussion on the floor and motion carried all in favor.

**OLD BUSINESS:**

No old business to report.

**NEW BUSINESS:**

**1. Annual FHSLA Membership Dues-increase to \$15.00**

Naomi F. Elia asked the members if there was any discussion before a vote to increase membership dues. Karen Roth, from Morton Plant Mease, asked what was the increase of \$5.00 going to be used for in the budget. Naomi indicated for the past three to four years the annual budget has decreased overall. The cost for annual meetings as well as the cost for bring in keynote and continuing education speakers has also increased. The annual due increase will help defray these costs.

Dottie Kelly, Largo Medical Center made a motion to increase annual dues.

Gwen Wolf of St. Peterburg College seconded the motion. No discussion on the floor and motion carried all in favor.

### **2. FHSLA Annual Business Meeting 2004 during SO CHAP Fall 2003**

Naomi F. Elia reported the Southern Chapter Section of the Medical Library Association would be in mid October in 2003. The local arrangement committee is reporting a possible location in Coral Gables, FL.

### **3. FHSLA Annual Meeting 2003**

Karen Roth, Program Chair, reported that possible dates were going to be around Easter, April 20th and MLA 2003, which is the last week in May. Karen asked several questions, is finance a factor for a location, should the meeting be at the beach, on University of South Florida campus, downtown, St. Petersburg, FL or return to Safety Harbor? After a mixed show of hands during the questioning session, Karen decided she would send out on the Listserv a questionnaire. Members are to respond back to her.

### **4. FHSLA Librarian of the Year Award**

Pam Sherwill-Navarro asked for a show of hands if there's interest in giving a FHSLA Librarian of the Year Award. After a positive response from members, the Executive Committee will be making up a three-person nominating committee. The Strategic Planning Committee would write the guidelines.

### **5. Journal Club**

Pam Sherwill-Navarro asked for a show of hands if there's interest in starting a Journal Club. A start date will be in the fall 2002. Pam will send out a survey of interest via list-serv for discussion.

### **6. Other Business**

Sylvia Kyle of Nemours Children's Clinic asked if there is any retiring librarian's in Florida. She is currently on the Southern Chapter Honors and Awards Committee looking for nominations for honorary membership to SC/MLA.

Faith Meakin of the University of Florida asked if you tasted the wonderful pound cake at the registration desk? The cake was from Judith Robinson and Jean Shipman in recognition for FHSLA help at the MLA 2001.

Faith Meakin also recognized Naomi Elia as a new Distinguish Member of AHIP. Naomi's role as President of FHSLA has given her enough points to receive this achievement. Faith also extended her wealth of knowledge for anyone interested in applying for AHIP. She would be glad to help anyone fill-out an application.

Pauline Hicks was recognized as having been nominated for the Distinguished Librarian Award from Florida A & M University.

**RECOGNITION CERTIFICATES:**

Naomi handed out Certificates of Appreciation to:

Tara Cataldo -Web Master

Rae Jesano-Listserv Moderator

Amy Bulter-Local Arrangements

Libby Anderson-Art Design

Alan O'Malley-Database receipts

John Orriola-Membership Directory

Bettye Stilley-Registration

Jan Booker-Union List/Information Coordinator

Deb Lawless-Donation Coordinator/Membership

Strategic Planning-Dottie Kelly

Susan McCullough-C.E. Coordinator

Sandra Canham-Secretary

Deedra Walton-Treasurer

Erica Powell-Past President

Tanya Feddern-Co-Chair Editor ALERT

David Goolabsingh-Editor ALERT

Mel Gutsgell-Archivist

Pam Sherwill-Navarro-Vice President/Program Chair

Naomi Elia then turned over the meeting to new President Pam Sherwill-Navarro, who presented Naomi with a Certificate of Appreciation for being President and for her leadership ability.

Pam asked all of the first time attendee to stand and be recognized. She then adjourned the meeting at 1:55 p.m.

Submitted by,

Sandra Canham  
Secretary

Corrected following the June 28, 2004 meeting when the minutes were approved