

**FLORIDA HEALTH SCIENCES LIBRARY ASSOCIATION
2007 EXECUTIVE COMMITTEE MEETING**

**Hilton Deerfield Beach/Boca Raton
Wednesday, June 13, 2007**

The FHSLA Executive Committee was called to a meeting at Hilton Deerfield Beach/Boca Raton Wednesday, June 13, 2007. The President, Allison Howard, called the meeting to order at 6:30 PM

Members Present:

Allison Howard, President
Nadine Dexter, Vice President/Program Chair
Mary Lawrence, Secretary
Barbara Greenberg, Vice President/Elect
John D. Jones, Strategic Planning Committee
Rose Bland, Continuing Education Committee Chair
Dottie Kelly, Secretary/Elect
Kaye Robertson, Local Arrangements Coordinator

APPROVAL OF THE MINUTES

Allison Howard called for corrections to the minutes of the 2006 Executive Committee Meeting held at Ramada Inn & Conference Center, Tallahassee, Florida on Wednesday, April 5, 2006. The minutes were approved with changes. Alice Klein's name is spelled incorrectly and there a duplication of wording on page 5 under New Business: Honorary Membership Nominees.

OFFICER REPORTS

President's Report

Allison Howard reported that due to the lack of a Strategic Planning Committee Chair she spent much of her time coordinating the efforts of the Program Committee. Sandra Canham, Chair of the Steering Committee moved to Georgia leaving a vacancy. Allison reported that there is no mechanism in place to appoint someone else to that position.

There was discussion regarding the lack of a mechanism to appoint individuals mid-year to committees. Allison suggested that the structure of the organization places a burden on the person appointed President by requiring a four year commitment. Her goal for the coming year as Chair of the Strategic Planning Committee will be to examine the structure of the FHSLA organization and the Strategic Planning Committee. It may be possible to expand the role of Executive Committee to take up the duties of Strategic Planning Committee. Allison welcomed input into this process.

Fourteen vendors sponsored the meeting this year. Thirteen sponsors planned to attend. All contributions were down this year but there are more vendors who signed on as sponsors. Allison sent out 50 letters and 15 emails to possible vendors.

Treasurer's Report

Pat Clark reported a beginning balance of \$13,972.79 on January 1, 2006 and an ending balance of \$16,624.27 on December 31, 2006.

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|---------------------------------------|--------------------|
| Beginning Balance Dec 31, 2005 | \$13,982.79 |
| Deposits | 12,077.15 |
| General Expenses | -101.25 |
| 2006 Annual Meeting Expenses | -10,985.97 |
| 2007 Annual Meeting Expenses | -500.00 |
| Refunds | -780.00 |
| Membership Raffle | -90.00 |
| Ending Balance Dec 31, 2006 | \$16,624.27 |

Pat Clark reports that the current balance is approximately \$24,000. No business expenses have been paid this year.

Allison Howard suggested that as a non-profit we do not need to have a substantial treasury. We should consider spending more funds on scholarships or other ways to give back to the membership.

There was a motion to approve the Treasurer's Report and the motion was approved.

Vice President/Program Chair Report

Nadine Dexter, Vice President/Program Chair, thanked Barbara Greenberg for accepting the nomination as Vice President/Program Chair and Dottie Kelly for accepting the nomination as Secretary. The Nominating Committee members were Nadine Dexter, Chair, Beth Layton, Richard Mercer and Karen Roth.

Nadine thanked the members of the Program Committee for all of their hard work. Kaye Robertson reported that the prizes given out during the meeting will include a flat bed scanner and printer. The attendee list will be used to draw prizes. There are books, table decorations and other prizes.

The "Future is Now!" is the theme of this year's meeting. This year's conference is focused around changes that we live with in our profession. The CE courses will be offered on Wednesday afternoon and all day Thursday.

COMMITTEE CHAIR AND APPOINTED POSITION REPORTS

Continuing Education:

Rose Bland reported that the responses from last year's survey were very helpful in choosing topics for the CME classes. The programming was geared toward the areas which received the most suggestions.

| Courses: | Registrations |
|---|----------------------|
| 1. Measuring Your Impact: Using Evaluation for Library Advocacy | 12 |
| 2. Geeks Bearing Gifts: New Technology Trends | 16 |
| 3. Writing for Publication | 10 |
| 4. Emotional Intelligence: What it is and why it matters | 6 |
| 5. Stepping Out of the Library | 13 |

Several suggestions for next year's CME have already been received. These include: Evidence Based Medicine and focus on retirement issues. John Jones suggested asking what classes people took at MLA. FHSLA might also pay to have our members get training so they can offer classes that interest our members.

Honors and Awards:

Report stands as written. Only one application was received for a scholarship but it was not used because the applicant's hospital paid for the class. There were also no nominations for honorary members this year. The policies and procedures of this Committee need to be updated.

Membership:

Report stands as written. There are currently 92 paying members and 10 active honorary members. Nine new members joined this year. Five honorary members were deceased in 2006-2007 and two member's addresses were unknown.

Nominating Committee:

Report stands as written. There were no nominations for "Librarian of the Year" again this year; this is the third year without a nomination. Allison Howard felt that we need to do more promotion around "Librarian of the Year." Perhaps it should be expanded in some way. Dottie Kelly felt that, perhaps, we are asking for too much information regarding the nominees. This may make it difficult for people to nominate without telling the nominee. The policies and procedures in this area should also be re-examined.

Strategic Planning:

The Strategic Planning Committee did not meet face-to-face in 2006 but did have several email consultations.

Webmaster:

Report stands as written. Amy Buhler is stepping down this year. Mary Edwards from UFHSCS will be taking over as the new webmaster beginning in June.

NEW BUSINESS

1. FHSLA By-Laws Revision: Vote for Honorary Members

A motion will be made to change the By-laws at the Business Meeting. The By-laws currently read that honorary members must receive a $\frac{3}{4}$ vote of the members present for election. Currently, the names presented are considered by both the Executive Committee and the Honors and Awards Committee. At last year's meeting it was suggested that the vote should be by acclamation and the incumbents should not have to leave the room. The proposed revision was sent out to the membership 6 weeks prior to the meeting and will be voted on at the Business meeting.

2. Research Special Interest Group

The Research Special Interest group is not active. The link appears on the webpage. The link takes you to an application form but no one is monitoring it. John Jones suggested reviewing the policies of MLA regarding SIGs and perhaps adopting all or some part of these policies. At present there is no formal policy regarding SIGs therefore it was suggested that a mechanism need to be set in place to handle such situations. Allison Howard suggested that we are so small that maybe SIGs are unnecessary as we have the discussion list.

3. FHSLA Members and Meeting Attendance

Allison Howard commented that that many people are unable to attend the regular meetings for a variety of reasons. She suggests that we survey the membership regarding how often and what type of meetings would prefer for instance a videoconference every other year. Nadine Dexter recommends that we take the membership roster and call everyone and ask them to talk about why they are not coming to the meetings. She feels we need to invest time to find out what our members think. Nadine suggests contacting former members too. At many hospitals the person who fills the role of librarian is not a professional. Librarians working in public libraries also are possible candidates for membership in this organization. Last year FHSLA began attending FLA meetings to provide information on this organizations role. An ad was also placed in their newsletter. Individuals do not have to have a library degree to be a member. Paraprofessionals at academic libraries should be encouraged to join FHSLA.

Allison said that earlier in the day someone commented to her that they thought that FHSLA is really a hospital library organization. Allison asked if anyone had heard that from others. Nadine suggested that this shows that FHSLA is floundering. What is our mission and who do we serve?

There was some discussion regarding the lack of attendance by library school students. We provide the scholarship but there are few applications. It is advertised at the library schools but this has not helped to encourage anyone to apply. Attendance by students may be affected by the online programs allowing students to live anywhere in the country.

After some discussion five questions were crafted for the survey proposed by Nadine:

- 1) When was the last FHSLA meeting you attended and what made you come to the meeting?
- 2) How can FHSLA help you? Training, Cues, enhanced career/professional development, networking...
- 3) Do you attend other professionals meetings, if so which ones? How often?
- 4) Who do you know who is a health sciences librarian/aspiring librarian that is not a FHSLA member?
- 5) Is there anything else you want to tell/share with us about FHSLA?

These may not be the final questions. It was suggested that an email be sent out prior to calling all the members individually. Nadine suggests making a spreadsheet showing all the information regarding current members and the surveyors should have ability to update it electronically. Allison commented that the list needs to be cleaned up.

4. Ex-officio Members of the Executive Committee

Allison Howard returned to the issue of re-organization. The FHSLA ALERT editors serve on the Executive Committee as ex-officio members. Allison questions whether it shouldn't someone from Membership on the Executive Committee rather than the ALERT. It might allow for greater discussion and action regarding our membership. Nadine Dexter believes that this is an important time for FHSLA existence which means greater involvement by the Membership Committee.

5. SE/A Disaster Planning Task Force

Nadine Dexter presented the report of the SE/A Disaster Planning Task Force which met at Ocean Springs, Mississippi in February 2007. A copy of the report will be distributed at the Business Meeting. Nadine reported her personal experiences during her tour of the disaster area in Mississippi.

6. Consumer Health Portal Grant

Nadine Dexter reports that Barbara Shearer, Director of the FSU College of Medicine Library, Tallahassee, has committed herself to a new project. This project proposes to, in partnership with the Florida Electronic Library, make available a new consumer health portal. Mark Flynn, Director, Florida Electronic Library, proposes to support and market the portal on their website. In the State of Florida health information is not coordinated in any way creating a need for this effort. A state wide one year planning process has already begun. It involves creating a steering committee composed of 15 members from the Florida healthcare community and applying for a Southeastern Atlantic Regional NN/LM Express Planning Grant. This grant, in addition to contributions of \$2000 per Steering Committee member, will pay for the needs assessment for the Florida Medical Consumer Health Information Network and a planning meeting of the state hosts to be held in Orlando in February 2008. The state hosts will supply expertise in terms of how to best plan for the organization of the network, propose the types of service, and determine resources that will be provided by the network and to develop an implementation plan.

The goal of the Steering Committee will be to establish an organizational structure for the coordination and planning for improved access to medical/health information resources. The Steering Committee will also identify available resources, how to improve access to existing resources, how to increase Florida residents' knowledge of medical health information resources, how to strengthen librarians' skills and knowledge in the provision of medical knowledge, and how to increase use of and access to this knowledge.

The Steering Committee will be composed of all the directors of all five Florida medical school libraries, Director of the Florida Electronic Library, Director of FSU Information Institute, Director of the Palm Beach County Library System, representatives of Florida Health Sciences Library Association, Florida Library Association, Florida Hospital Association, Florida Nurses Association, Florida Osteopathic Medical Association and the Florida AHEC Network. The first meeting of the Steering Committee is scheduled for July 2007 followed by the application for the planning grant. A planning meeting will be held in February 2008.

Members of the Steering Committee who have been identified up to this date:

| | | | |
|------------------|--------------------------------------|------------------|---|
| Barbara Shearer | Director, FSU Medical Libraries | Jonathan Hartman | AHEC Program Librarian, USF |
| Mark Flynn | Director, Florida Electronic Library | Linda Butson | AHEC Program Librarian, UF |
| Charles McClure | Director, FSU College of Information | Kathy Holtzer | VP, Health Policy, Florida Hospital Association |
| Beverly Shattuck | Associate VP of Libraries, USF | Allison Howard | President, FHSLA |
| Kaye Robertson | Director, NSU Medical | Wilma Fuller | Director, Membership |

| | | | |
|-------------|--------------------------------------|----------------|---|
| | Library | | Services & Public Relations, Florida Nurses Association |
| Beth Layton | Interim Director of Libraries, UF | Charles Parker | Director, Tampa Bay Library Consortium and President Florida Library Association |

Nadine sees that this is inline with the mission of FHSLA. There are many possibilities that this would open for our organization including training for our members. This is a very exciting time.

The proposal needs to come before the membership at the Business Meeting. Barbara Shearer is asking FHSLA to contribute \$2000 seed money and to send two representatives from FHSLA. The total cost of sending two representatives would be an additional \$4,000 over the two year period. A number of individuals have already shown their interest in representing FHSLA at the meeting.

6. Strategic Planning Policies and Procedures

Allison Howard sent out proposed revisions to Strategic Planning Policy and Procedures to the Committee. She has not received responses from everyone. The last time the Policies and Procedures were revised was 1997. There have been many changes since the last revision. In particular, the Ad Hoc Committees need to be changed. The Committee will have to discuss changes.

Allison explained some of the history behind the lack of strategic planning in the recent past. For a while the Executive and Strategic Planning met together. It was decided last year that this did not allow for strategic planning to happen.

There was also discussion regarding how the current progression from VP to President, President to Chair of the Strategic Planning, and finally to member of Strategic Planning is not only a lengthy time commitment but may also not be practical. It may be that it would be better to come in as a member of the Steering Committee and then to proceed to VP as it would allow candidates to have a better understanding of the organization and be able to network before they take on the other roles.

Discussion turned again to filling vacancies and the time commitment. The process to make changes needs to begin with the Strategic Planning Committee. Allison also feels that Strategic Planning and the Executive Committee need to meet more than twice a year.

Allison Howard adjourned the meeting at 10.15 PM.

Submitted by,
Mary Lawrence, Secretary