

FHSLA President's Report

Submitted by Denise Shereff

March 31, 2015

Annual Meeting Planned in conjunction with Nova Southeastern University and the South Florida Health Sciences Library Consortium.

We have had participation from 8 paid vendors.

CE's offered this year at the conference:

- **Show me the value!--Strategies and tools for library outreach evaluation** presented by Andrew Youngkin from the National Network of Libraries of Medicine.
- **Systematic Review CE** presented by Susan Fowler, Medical Librarian and Coordinator, Systematic Review Services, Bernard Becker Medical Library, Washington University School of Medicine in St. Louis.

A Latin-themed welcome reception is arranged for Thursday night.

Show me the value!--Strategies and tools for library outreach evaluation will be presented by Andrew Youngkin from the National Network of Libraries of Medicine on Friday.

We conducted a call for Posters, and had 3 submissions. As of this date, the format for the poster session is being determined, but will likely be electronic with 5-minute presentations.

The Honors and Awards Committee awarded two student scholarships. The Directors of both FSU and USF library schools were notified and encouraged to promote the scholarships locally.

We received vendor sponsorship for the tote bags from Mary Ann Liebert, Inc. and Elsevier. Quotes were requested from 4 vendors, and bags were ordered from DiscountMugs. The FHSLA Vice-President ran the logo contest for the Conference theme of "Delivering Information That Matters". The winning logo was designed by USF graduate student Roxanna Palmer.

FHSLA has been invited to co-sponsor a CE session with Shimberg Health Sciences Library in December of 2016. The President and CE Chair have discussed this with Rose Bland at Shimberg Library. FHSLA will help to conduct the needs assessment for the topics of the CE and to help to promote the event (survey planned late summer / fall). All FHSLA members will be invited to participate.

Eight boxes of FHSLA historical documents transported to Krystal Bullers, FHSLA Archivist, for an archiving project. Ms. Bullers supervised a USF graduate student's fieldwork project, and they have made progress outlined in the Archivist's report. After their decisions are addressed at the 2015 Executive Committee meeting, the student will continue to work with Ms. Bullers to complete the project.

2014-2015 FHSLA Annual Reports

Officer Reports

Vice President/Program Co-Chair Report

John Reazer, Borland Health Sciences Library, University of Florida

Denise Shereff (President) and John Reazer (Vice President), with input from members of the Executive (EC) and Strategic Planning Committees (SPC), organized and developed the program for the 2015 FHSLA Annual Meeting in Fort Lauderdale on April 9-10.

The meeting location (Fort Lauderdale) and dates (April 9-10) were chosen based on discussions at the Executive Meeting (2014 Annual meeting). The results of the post-conference survey confirmed our choices, allowing us to partner with our host the South Florida Health Sciences Consortium (SFHSLC). The 2015 FHSLA Annual Meeting was held at Nova Southeastern University in Fort Lauderdale.

With a central meeting theme of “Delivering Information that Matters”, we arranged for a NN/LM update and presentation on library outreach evaluation from Andrew Youngkin, a dedicated opportunity for sharing posters and meeting with mentors, and a banquet with vendor representatives. In keeping with the theme, Martin Wood and Robyn Rosasco taught a class on Thursday for four (4) hours of MLA Continuing Education credit on social networking trends in libraries. Also, Susan Fowler taught a class on Friday for four (4) hours of MLA Continuing Education credit on systematic reviews.

Communications regarding the 2015 FHSLA Annual Meeting were primarily conducted via email to listservs for FHSLA and Southern Chapter/Medical Library Association, as well as phone calls and face-to-face interactions.

Theme and logo

The Executive Committee decided to hold a logo contest for the 2015 meeting. John Reazer coordinated the logo contest, and the winning logo was announced in January 2015.

Treasurer's Report 2014-2015

Submitted by: Stephanie Harris, MLS

This year, FHSLA instituted online payment options for annual membership and conference registration. Online forms created with free form builders (Cognito, JotForm) were integrated into the FHSLA website. A little less than half of the membership renewed or joined using the online form (35 online/38 mail) and all but 10 participants used the online meeting registration option.

The benefits of using PayPal for online registration include ease of use for members who wish to use credit cards and speed of transactions. The disadvantages include buffering costs for PayPal fees – which increased both membership and meeting fees - PayPal inconsistencies in charges (two open queries pending) and income in irregular increments (e.g. membership at \$14.99).

Registration fees for the annual meeting are projected to cover all meeting expenses, thanks to the generosity of our hosts at Nova Southeastern University.

**Florida Health Sciences Library Association
April 2015 Treasurer's Report**

Bank of American Statement

Beginning Balance as of May 1, 2014 **\$13,963.26**

Expense

Nuevolution Dance \$100.00 Deposit for 4/9/2015 Performance
Refund Paypal Fee \$6.00

Total Expenses **\$106.00**

Income

2014 Membership Dues \$75.00
2015 Membership Dues \$1,079.66
2015 Annual Meeting Registrations \$5,004.91
2015 Vendor Registration Fees \$1,602.05

Total Income **\$7,761.62**

Current Balance as of March 25, 2015 **\$21,618.88**

2015 * Projected* Meeting Expense Totals

Thursday Entertainment \$250
Food & Beverage \$4,800.00

Total: **\$5,050.00**

2015 Meeting Income Totals

Member Registrations \$5,004.91
Vendor Registrations \$1,602.05

Total: **\$6,606.96**

Nominating Committee Report

Rebecca Harrington (Chair), Florida State University

Roxann Mouratidis, Florida State University

Nancy Schaefer, University of Florida

The FHSLA Nominating Committee is presenting one candidate for each open leadership position. John Reynolds from Nova Southeastern University has been identified as our candidate for the office of Vice President. Tara Brigham is our recommended choice for the office of Secretary. A call for additional nominees will be made at the 2015 business meeting, and a vote will be taken at that time.

Strategic Planning Committee Report

Rebecca Harrington (Chair), Florida State University

Mary Rickelman, Adventist University

Mary Kate Haver, All Children's Hospital

Terri Johnson, Florida State University

Carrie Driggers Adams, Baptist Health Jacksonville

Dana Thimons, Nova Southeastern University

Aidy Sliva-Ortiz, Orlando Health

The FHSLA Strategic Planning Committee (SPC) held its mid-year meeting on December 17, 2014 via conference call.

Since the FHSLA Strategic Plan was just revised last year, the goal of this year's committee was to look for ways to implement and evaluate this current plan. Committee members discussed promoting a sense of community and collaboration among members with a possible mentoring activity at the annual meeting. Other recommendations included stronger collaborations and partnerships with regional associations, and revising the FHSLA Policies and Procedures Manual.

Honors and Awards Committee Report 2014-2015

Becky Fisher, (Chair), R.A. Williams Library, Adventist University of Health Sciences
Sylvia Kyle, Nemours Children's Clinic

The Honors and Awards Committee has responsibility for four awards: Librarian/Paraprofessional Scholarships, Student Scholarships, Librarian of the Year, and Honorary Membership.

Application forms were updated in spring 2014. These forms reflect the new February 28, 2015 due date. A notice asking for applicants for Honors & Awards was placed in the Fall FHSL Alert Newsletter and the Winter FHSL Alert Newsletter. This notice was also emailed out on the FHSLA list serve in February. Emails were sent to contacts at the USF Library School and the FSU Library School in February, to give notice about FHSLA student scholarships available for the annual meeting. The need for a university committee member was also posted in the fall newsletter. When no one responded, Stephanie Harris was contacted to see if there were any interested new members. There was one, but she declined

The committee received two student scholarship applications. Both students were recommended to the executive committee. The executive committee has approved that both students receive scholarships and the students have been notified, and have been given directions on how to register for the FHSLA Annual Meeting.

Certificates of service will be emailed in PDF form to all officers, appointed positions, and committee members before the FHSLA Annual Meeting.

2015 Annual Report

Webmaster

Our website has been kept updated throughout the year. The Officers and Committee pages were updated as was the letterhead and all other pages that contain Officers and Committee Chair information. The scholarship award pages were changed to reflect the 2015 due dates. The 2015 Annual Meeting page was created. *FHSLA Alert* Newsletters were added to the website.

If anyone finds something that needs to be changed or updated, please contact me!

Respectfully submitted,
Allison M. Howard, Shimberg Health Sciences Library, University of South Florida

E-List Coordinator

New members have been added to the list and renewing members who had email changes have been updated. For the time being I'm keeping both old and new email addresses until I'm sure the new one is being used exclusively. Only individuals with email addresses in the system can post to the list and I don't want to block members from posting. After April 30th all individuals on the list that have not renewed will be deleted. The Membership Committee is charged with contacting these individuals prior to that date to see if their nonrenewal was inadvertent.

Respectfully submitted,
Allison M. Howard, Shimberg Health Sciences Library, University of South Florida

CE Committee Report 2014-2015

One of the primary goals of the Continuing Education committee this year was to respond to the feedback we received after the 2014 FHSLA meeting. Based on the feedback from the survey, we pursued shorter, multi-topic courses with CE credit. The topic of systematic reviews was also identified by our members as a course they would like to be offered. The CE Committee decided to seek instructors for two different courses - one on systematic reviews and the other on a technology-focused topic.

For the annual meeting in April, the CE Committee has arranged for the following courses to take place:

- Martin Wood, Robyn Rosasco, and Terri Johnson from the Maguire Medical Library at Florida State University will present the course “What’s Your Status? Social Networking Trends in Libraries” on Thursday April 9th 2015. This is a 4 CEU credit course and it will fulfill the need for a technology-focused course.
- Susan Fowler, from the Bernard Becker Medical Library at the Washington University School of Medicine in St. Louis, will teach the course “Introduction to Systematic Reviews” on Friday April 10th 2015. This is a 4 CEU credit course and it will fulfill the need for education on systematic reviews.

The CE Committee believes that these courses directly further the FHSLA goal of supporting the changing roles, as well as addressing the needs and concerns of its members.

In addition to the courses offered during the annual meeting, the CE Committee also considered offering learning opportunities in other areas of the state at times outside of the annual meeting dates. Some of these opportunities were further explored and realized by local Florida organizations. There is a plan to assist some of the local organizations with surveying and advertisement of Andrew Younkin’s NN/LM SE/A Evaluation and Assessment classes towards the end of 2015. The FHSLA Continuing Education Committee will also continue to investigate potential courses and seek out opportunities to help provide high-quality, relevant CE’s to Florida’s health sciences librarians.

Florida Health Sciences Library Association Executive Committee Meeting
Thursday, April 9, 2015
10:00-11:30am

Newsletter Report

I noticed the policy and procedures manual was updated on April 2014. I modified the publication dates of the newsletters to match what is in the policy manual.

Tentative dates for upcoming newsletters:

Summer 2015

- May 1, 2015 – First call for submissions
- June 5, 2015 – Second call for submissions
- July 10, 2015 – Publish Summer 2015 Issue

Winter 2016

- December 4, 2015 – First call for submissions
- January 8, 2016 – Second call for submissions
- February 5, 2016 – Publish Winter 2016 Issue

Questions:

- Who was the winner of the Librarian and Paraprofessional Scholarships and are they still writing an article about the annual meeting for the Summer issue of the Alert?
- Any volunteers for the Member Spotlight section?
- Any volunteers for the Library Spotlight section?
- I have not been mailing print copies of the newsletter to members who do not have an email address. May I have a list of these members and their addresses? Who pays for stamps, or how can I get reimbursed for them?

Submitted by Pamela Herring

Status Report of FHSLA Archives Project

March 3, 2015

The following tasks have been completed:

- Eight boxes of paper archives have been sorted, organized, and arranged.
- All binders have been completely emptied, as have file & 2-pocket folders.
- All documents were sorted by year (1967-1999) with the following exceptions:
 - 1) Membership applications as they contain personally-identifying information (PII).
 - 2) All financial documents including treasurer reports, bank statements, cancelled checks, receipts, requests for reimbursement, lists of vendor amounts, etc., as well as any photocopies &/or duplicates of these. This does NOT include information about tax exempt status or articles of incorporation (see #5 below).
 - 3) Printed membership directories from years 1976-2008 have been sorted separately. Duplicates have been removed to a separate pile and have been earmarked for shredding.*
 - 4) Printed *FHSLA Alert* newsletters had been sorted separately until discovery that they had all already been digitized & appear on the FHSLA website.*
 - 5) Key FHSLA documents such as the articles of incorporation and certificates of tax-exempt status.*
 - 6) Documents from year 2000 to present that are already digitized on FHSLA's Web site
 - 7) Various ephemera.*
- Duplicates of above items have been removed to a separate pile & marked for recycling, with the following two exceptions:
 - 8) Documents containing PII (defined as containing a name with a phone number &/or a physical mailing address &/or email address; printed email correspondence; typed letters with names & addresses; hand-written notes; scholarship applications, mailing labels, etc.) have been put into a box labeled as "To Shred".
 - 9) Documents that are not likely to be digitized at all have been set aside for review from FHSLA members Allison Howard and Krystal Bullers. Said box contains such items as maps, directions, hotel brochures, & other documents not related to FHSLA &/or on which no date is identified.
- Each year's arrangement includes the following items where available:[‡]
 - Documents related to that year's Annual Meeting, including but not limited to invitation, program, forms, CE listings, and schedules. (NOTE: maps, directions, hotel brochures, & local area information were marked for disposal.)
 - A blank copy of that year's membership application.
 - Meeting minutes, specifically SPC, Executive Committee, and business.
 - Separate committee reports, EXCEPT treasurer reports (see #2 above).
 - Handouts from CE course(s).
- An Excel spreadsheet was created to assign metadata to documents already on FHSLA's Web site: SPC meeting minutes, Executive Committee meeting minutes, business meeting minutes, and documents related to annual meetings. The following metadata fields were used for this spreadsheet:
 - Category: minutes, executive committee, annual meeting, form, etc.
 - Title: taken directly from each document
 - Date: self-explanatory
 - Time: self-explanatory; only included for meeting minutes.
 - Location: name of hotel or venue and city

*See separate inventory listing, attached.

[‡]Some of these documents do not exist or were not included in the archive.

- Cmte. Chair OR Presenter: name (if provided) of the chair of a particular meeting; or name of the speaker / CE instructor.
 - Author: name (if provided) of the person—usually Secretary—who wrote / submitted the minutes; for “photo gallery” entries, name of photographer(s) is used, if provided
 - URL: each document’s unique URL is provided
 - Keywords:
 - For meeting minutes, every topic discussed is a keyword. Some are one word & some are several. Names are only included if a person was a keynote-type speaker, CE instructor, vendor, or FHSLA member who seemed to have contributed a significant amount to a year’s happenings.
 - For annual meeting documents, keywords include such information as the name of CE courses & instructors, speakers’ names & topics, any special activities (e.g. tours), etc.
- Documents from the year 2000-present were compared to what is already online; the same criteria for what to retain & what to dispose of were followed as for all years prior to that.
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The following tasks remain:

- Determine what to do with materials in the two boxes awaiting review (see #8 & #9 above). Scheduled to be done by Krystal Bullers and Allison Howard by the end of March.
- Scan records that will be retained using the naming convention used on the website
- Give digital files to Allison Howard to add to the website
- Add newly created files to the Excel spreadsheet for metadata creation using the same fields as listed above, as appropriate.
- Dispose/recycle all materials once digital copies have been made.
- Shred all materials containing sensitive or personally identifiable information.

Need decisions from FHSLA Executive Committee on whether to digitize or keep the following:

- Membership applications
- Financial records
- Past membership directories
- Previous versions of strategic plans, mission statements, by-laws, policies & procedures, etc.
- Various blank forms (such as to volunteer for a committee)

- Vol. 4: #1 (Su87), #2 (F87), #3 (Sp98)
- Vol. 5: #1 (F88), #2 (W89), #3 (Sp89)
- Vol. 6: #1 (F89), #2 (W90), #3 (Sp90)
- Vol. 7: #1 (F90), #2 (W90), #3 (Sp-Su91), #4 (F-W91)
- Vol. 8: #1 (Sp92), #2 (F92), #3 (Sp93)
- Vol. 9: #1 (F93), #2 (W94), #3 (Su94)
- Vol. 10: #1 (F94), #2 (Sp95), #3 (Su95)
- Vol. 11: #1 (F95), #2 (W96), #3 (Su96)
- Summer 1997
- Winter 1997
- Fall 1998
- Spring 1999
- Summer 1999
- Spring 2000
- Fall 2000
- Spring 2001
- Vol. 16: #2 (Su01), #3 (F01)
- Vol. 17: #1 (Sp02) #2 (W02-Sp03)
- Vol. 18: #1 (F03-W04)
- Vol. 19: #1 (F04-W05)
- Vol. 20: #1 (Sp05), #2 (W05)
- Vol. 21: #1 (Su06)
- Vol. 23: #1 (W08-09)

*** ALL *FHSLA Alert* newsletters listed above are already on FHSLA's website ***

- File folders created separately:
 - Articles of Incorporation
 - FHSLA Tax Exempt
 - FHSLA Mission Statement
 - FHSLA By-laws
 - FHSLA Strategic Plan
 - Officer Position Descriptions
 - Policy & Procedure Manual
 - Various Blank Forms
 - Newsletters from Other Organizations
 - Florida Medical Librarians
 - Other (which FHSLA members will need to go through to determine retention or disposal)