

**FHSLA Executive Committee and Strategic Planning Committee Meeting  
December 4, 2012  
1:00 pm – 4:00 pm**

**Attendees:**

Martin Wood, President  
Rebecca Harrington, Vice President / President Elect  
Shalu Gillum, Secretary  
Deedra Walton, Treasurer  
Hector Perez-Gilbe  
Nancy Schaefer  
Roxann Williams  
Courtney Milnar  
Michael Garner  
Beth Auten

Not present: Ellie Bushhousen, Immediate Past President, Mary-Kate Haver, Allison Howard

**Agenda**

1. Treasurer's Report

- Given by Deedra Walton
- Ending balance in FHSLA account at Bank of America as of December 4, 2012 is \$10,221.80
- agree to go paperless from Bank of America to avoid check image fee - won't get statements in the mail but can print them off every month
- don't know final balance for hotel for meeting yet - need final food and beverage numbers

2. Membership Report

- Given by Hector "Ricky" Perez-Gilbe
- Mary-Kate Haver: wanted to work on a short video promoting FHSLA, SCMLA, tabamln, but time running out for 2013 renewals
- Ricky working on email for renewals - brochure
- will email brochure to Tabamln and Miami area consortia for people who are not part of FHSLA but could be new members

3. Mentorship Program

- Ricky has two people requesting mentorship but no one willing to be mentors

- Deedra has not received any membership renewals indicating interest to be mentor
  - ricky will include language in email about mentorship
  - starting talking about mentorship back in 2009 but wasn't much going on; really starting it up again now
  - not in policies and procedures, really up to membership committee to start up again
- ricky to include something in renewal emails and see what happens  
 need to establish what are expectations both for mentors and mentees  
 do we want to lay out or leave it up to individuals?  
 ask fhsla if you have mentoring agreements through universities  
 create a bank of people who have been mentoring and what their areas of expertise are  
 send email letting people know there are people wanting mentoring and see what kind of response we get  
 try for a year and see what happens if not then remove form next time  
 deedra to send membership forms copy to ricky  
 ricky sending membership solicitation to fl library schools

rebecca: linked in group - other big lib associations have linked in accounts - use as marketing tool; make ricky administrator and become group friends with FLA  
 discussion of limitation of group email list number of people included on list might need to look at new way of communicating with our membership  
 allison howard administrating listserv and website - need to confirm with her  
 linked in would be good way to market annual meeting  
 deedra to send ricky list of members so he can search for them in linked in and send email  
 also join with other library groups - email ricky with any groups

credit card payments

paypal

use nonprofit charge - cheaper

need nonprofit form and canceled check to set it up; only charge when used

easier for both members and vendors to pay

also ability to submit membership online with confirmation from paypa

deedra to check into

discussion of asking membership but feedback from membership last year discontent with writing checks and difficulty in processing registration and vendor checks

#### 4. FHSLA Annual Meeting 2013

- annual meeting april 11-12 2013
- rebecca handout draft meeting agenda
- forgot to add business meeting - need to revise
- will have someone greeting attendees
- feedback wanted someone to represent hospital librarians - how hospital librarians can get involved in EHR and patient portal ; Janet Schneider was also first FHSLA librarian of the year
- good feedback on vendor lunch - will repeat this year

technology panel  
feedback wanted mobile technology information  
no honorariums offered  
generally offer some small honorarium for non members  
talked about pulling from our own membership whenever we have taken on a particular topic -  
allows us to showcase our own members and save association money  
adding Michael Garner to technology panel  
diana silveira recommended on post meeting survey - has flat fee of \$300  
coming from tampa  
novare does fla conference website  
doing weekly lunch and learns for academic and public librarians but not hospital librarians  
punching up your presentations - moving beyond ppt  
poster session; easels available at hotel  
vendors have requested to join meeting, will be allowed to  
dale prince invited to do rml update  
include business meeting during lunch  
put a call out for business meeting agenda items before april meeting  
hand out service certificates and honors during banquet instead of business meeting to save time  
see how many agenda items we get and then decide when to handout certificates  
probably need more time  
9-12 for CEs  
12-2 for business meeting and lunch, RML update  
no lightning rounds - had everyone introduce themselves then had panel and roundtable Q&A  
martin to moderate panel  
have attendees introduce themselves during opening remarks

#### 5. Continuing Education (both for the FHSLA Annual Meeting 2013 and otherwise)

9-12 pm for CEs  
want something good for academic and hospital librarians  
need to find space for more than one CE  
have breakout rooms because so many hotels in the same vicinity  
potential topics: affordable care act - would it be of interest to academic librarians;  
tallahassee feb 4 full day symposium on affordable care act - will offer to all members; free;  
martin working with mla to get CE credit for it;  
possibility of handing out mla forms to get ce credit if not already approved for credit  
martin to find out from contact if affordable care act can be covered in one hour  
mobile technology - maybe have dale teach or someone in SEA - "Information Anywhere:  
Mobile Technology, Libraries, and Health"  
theme is focus on the future  
martin - workshop on social media and medicine - 2 hours; not MLA certified  
would anything on scholarly communications apply to hospital librarians  
backup: how to do screen casting  
  
long CE: information anywhere - SEA

short: affordable care act (1-2 hours) social meeting and medicine (2 hours)  
survey membership to see if anyone has a 1-2 hour class that they can teach, doesn't have to have MLA credit  
inkling workshop 1 hour  
deadline december 19  
need fee structure for different CEs  
last year \$50 for 2 hour CE

discussion of archives - deedra has in her office; transported to her  
discussion of having a CE on wednesday night and what cost would be for meeting room  
by now need to be within 2 or 3 weeks of contracting out external speakers (3 hr CE); email members within week to ask about who has CE available

feedback on survey- welcome reception/ meet and greet on wednesday; but only people that came on wednesday were people attending meeting early next morning

need hotel signage for attendees  
recruit new members as volunteers to work registration desk

## 6. Guest Speakers Policies

- expectations of what is covered for guest speakers
- need guest speakers to sign contract from policies and procedures
- form is on website
- need to know what kind of technology speakers need so we can arrange ahead of time
- discussion of costs of CEs:
- discussion of always offering at least one CE for \$50 for 2.0 hour
- ovid paying \$500 to sponsor breakfast; charging \$500 for clinical key pod
- would ask bigger vendors to pay a little more
- 60 - 40 - 20 - 60 for 3 hours, 40 for 2 hours, 20 for 1 hour class
- discussion of surveying membership
- how many would attend CE and list possible topics
- discussion of whether to have concurrent CEs or just one
- have two vendor rooms available on thursday but may not have media
- extra CEs on friday after RML - but limit seating
- could easily cancel if own member teaching rather than external
- need to find out how many people can fit into the rooms
- want most people to attend long CE and stay for RML update and business meeting
- survey membership for two extra CEs and focus on securing speaker for 3 hour block
- integrating smart textbooks into curriculum
- social media and medicine

## 7. SPC Members and Appointments (New officers and appointments to SPC including ramifications of decreasing # of members on SPC, terms of commitment of SPC members, etc.)

- discussion of continuing joint EC and SPC meetings
- coming to end of terms for some SPC members
- proposed dropping an academic librarian and hospital librarian at last meeting
- may need to change terms of SPC if we do this
- discussion of amending bylaws to consolidate EC and SPC
- don't have enough interest from membership to be on SPC haven't appointed members because not enough members interested to pull from
- EC looks at this year's association, SPC looks ahead
- discussion of what SPC does looking at website
- discussion of whether too many people on SPC
- is what SPC does still relevant
- getting a lot done in joint meeting
- discussion of whether policies and procedures manual relates to bylaws- whether we need to amend bylaws to amend policies and procedures
- planning a separate meeting to go through bylaws policies and procedures, update as needed - martin, nancy, deedra, allison, rebecca, shalu, Michael
- if policies and procedures came from bylaws then need vote to change
- can move ahead with changing SPC because already got approval from membership
- need to decide if we will have an expanded EC
- recommend to have it done by February

## 8. Future of FHSLA

- discussion of becoming a subgroup of FLA
- discussion of having medical librarians represented on board of FLA, one academic and one hospital
- interest group within state organization
- value of fhsla
- suggestion of surveying membership to see how many fhsla members are flA members - deedra can look at membership forms
  
- beth to send out scholarship announcement soon
  
- deedra to set up paypal acct