

Strategic Planning Committee and Executive Committee Meeting

**Mid-year Meeting
January 19, 2001
Orlando, FL**

Strategic Planning and Executive committee members and committee chairs were called to a meeting at the Orlando Regional Medical Center, on Friday, January 19, 2001.

Chairperson Dottie Kelly called the meeting to order at 10:10 AM.

Members Present: |

Elia, Naomi Orlando Regional Health Care, Orlando - VP/Program Chair

Kelly, Dottie Sun Coast Hospital - Chair Strategic Plan

Mercer, Richard Orlando Regional Health Care - Orlando SP member 1st year

Neumann, Pam Borland Library, UF, Jacksonville - Special Guest

Sherwill-Navarro, P UF, Gainesville - Secretary

Walton, Deedra Orlando Regional Health Care, Orlando - Treasurer

Members Absent:

Booker, Jan Lakeland Regional Med Center, Lakeland - Union List Coord

Jesano, Rae UF, Gainesville - List Coordinator

McCullough, Sue Borland Library, Jacksonville - CE Coordinator

Oriola, John USF, Tampa - Membership Chair

Powell, Erica U Miami, Miami - FHSLA President

Tobin, Tara UF, Gainesville - SP 2nd year-Webmaster

Tucker, Prue Alachua Public Library, Gainesville - SP Member

Wolff, Gwen Wolfgang Knowledge, Tampa - Immediate Past Pres.

OLB BUSINESS

President's Report:

Erica's report stated that our FHSLA meeting would be held at the MLA Conference this year in Orlando May 25-31. FHSLA has applied to MLA for meeting time and it will be scheduled as a SIG (Special Interest Group). Due to the fact that we will be operating as a SIG there may be certain restrictions that we may have to operate under such as not having the ability to collect membership dues. Erica will work closely with Naomi to assist her with details for the meeting.

Erica has enjoyed writing her column and is preparing her final column for the April issue of the Alert.

Erica will coordinate with the membership committee to be certain that a list of current members is compiled that will be used as a registration or sign in sheet at the annual meeting.

Erica will prepare an agenda for the FHSLA Annual Business Meeting. She suggested putting the agendas in packets or in some other way making them available at the meeting. Since this year's meeting is combined with the MLA's meeting, it will be impossible to control placing FHSLA agendas in Registration Packets. Therefore, Erica will prepare the agenda to be distributed at the Annual Business Meeting. She will also send the agenda to the Membership via the FHSLA listserv and also forwarded it to the current FHSLA Webmaster.

Erica thanked John Orriola for handling the task of coordinating the publication of the membership directory.

To insure that FHSLA continue with its nonprofit corporation status Erica will contact Deedra Walton on April 1st to verify the status and completion of the required paperwork.

Listserv Administrator: Rae Jesano

Administration of the Listserv was in the process of being transferred from Ramona Miller to Rae Jesano and therefore there was no report.

Webmaster: Tara Tobin

Administration of the web site was being transferred to from Ramona Miller to Tara Tobin and therefore there was no report.

Treasurer's Report: Deedra Walton

The beginning budget as of 01/01/2000 was \$6531.30. Deposits for the year were \$10615.00. Total expenses were \$10109.60. Deedra noted that she paid \$29.00 stop check payment charge and \$6.00 to pay for additional deposit slips. The stop payment was necessary for check issued to Palmetto Hospital for refund of fees associated with the annual meeting. The check had been outstanding and at this time there is not a librarian there to resolve the situation. The balance of the treasury on January 19, 2001 was \$7036.70. Two scholarships were awarded for the annual meeting to Narges Ahmadi from Lee Memorial Health System and Pamela Sherwill-Navarro from Bayfront/St. Anthony's Health Care.

Last year FHSLA awarded Scholarships to Librarian/Paraprofessional and Library Student categories. The dollar amount available yearly is 10% of budget as report at the end of December (\$6,500 in December 2000). Six percent (\$ 390) is designated for Librarian/Paraprofessional and four percent (\$ 260) for Student categories. Since we are holding a joint FHSLA/MLA Meeting and no Registration fund will be collected this year, the Executive Committee will determined if any funds are available this year, what the amount would be, and if both USF and FSU library schools would be eligible. If scholarship funds are approved, the President will work with the Webmaster to post the forms and criteria on the FHSLA Website. Follow-through communication with the Deans of the library science schools will also be necessary. The deadline for applicants is two weeks prior to the "early registration" deadline date.

Union List Coordinator: Jan Booker

One information packet for DOCLINE participation was distributed since April 2000. Ms. Sandra Poston with Helathsouth Doctors's Hospital in Coral Gables, Florida Gables requested this packet. An inquiry from Joyce Burkhart from the American University of the Caribbean about reestablishing DOCLINE participation was also received. Calls have also been received from several members requesting assistance using the new DOCLINE.

Membership: John Orriola

The membership directories were mailed in December 2000. For 2000 there were 133 active members and 9 honorary members. Each membership directory contained a membership renewal form. The goal of the membership committee for 2001 is to maintain the present membership level.

Program Chair/Vice President: Naomi Elia

Naomi advised us that the program for the MLA meeting will be available on the MLA website the beginning of February. The theme of the meeting is "An Information Odyssey". MLA has reserved 1200 rooms at the Walt Disney World Dolphin Hotel in Orlando, FL. The room rate is \$179.00 (\$198.00 including taxes). FHSLA members wishing to attend will register using the MLA Registration Form. Program and CE information will be published in the April edition of the ALERT, on the MLA and FHSLA websites and through the FHSLA listserv. The Local Arrangements Committee (LAC) has already sent out a call for volunteers and will repeat this request. Naomi reminded us that any Non-MLA members that work 4 or more hours would receive a 1-day registration minus food events. MLA members are awarded academy points for helping with the meeting.

The Local Arrangements Committee members are producing a Restaurant and Library Guide. Disney Gurus Michele Tennent and Myra Sterrett are hosting Disney "boot camps" in February and April to assist volunteers in becoming familiar with Disney World and the Dolphin so that they can better assist MLA visitors.

Naomi will be working with Deedra Walton, treasurer to obtain the money needed for the annual FHSLA meeting. The FHSLA annual meeting will be classified as a SIG or Special Interest Group Meeting and it is thought that we will not be able to collect dues at the meeting. If this is the case members will be notified through the webpage, the listserv and the ALERT. FHSLA Membership Applications will be available at the Annual Business Meeting. When the SIG date and other details are finalized, information about the annual FHSLA meeting will be announced in the ALERT and on the FHSLA website. The SPC recommended that we request a list from John Orriola, Membership Chair, of paid FHSLA members, as well as those who have not renewed. Ask John to send out notices to members who have not renewed reminding them to please pay their dues early, so they will be included in the Directory publication. Also put a dues reminder on the FHSLA website. May be able to use the renewal list of names/numbers to predict how many will attend the Annual Business Meeting and determine estimated cost of

refreshments. Erica Powell, as President, will contact vendors to request funds to sponsor the FHSLA Annual Business Meeting.

By the FHSLA bylaws the executive meeting must be held prior to the business meeting. Options for this are being investigated.

Continuing Education Chair: Sue McCullough

Sue McCullough reported that 4 classes were offered at FHSLA's annual meeting in Miami. The classes were: Teaching the Adult Learner in the Library Setting, Nancy Press- 8 CEUs and 9 attendees; Keeping Up with NLM's PubMed, Sandy Teitelbaum- 4 CEUs and 15 attendees; Evidence-Based Librarianship, John Eldridge-4 CEUs 16 attendees total from 2 sessions; Introduction to QuickDOC, Jay Daly - 4 CEUs and 17 attendees.

FHSLA meeting will be held in Orlando this year in May during the MLA meeting.. Members are encouraged to attend this meeting and take advantage of the excellent variety of CE classes offered.

At the FHSLA business meeting members will be offered the opportunity to join the Continuing Education Committee. The membership will also be queried for future class suggestions.

NEW BUSINESS

The meeting began with a discussion about who were members of Strategic Planning Committee (SPC) and what their terms were. It was determined that Richard Mercer was serving his first year, Pam Neumann would serve as a first year member, Susan Harkin was serving her first year, Tara Tobin was a second year member, Pru Tucker ended her 3 year term this year and Dottie Kelly was serving in her third year, and is also Chair of the (SPC). For continuity sake, Dottie has agreed to Chair for an additional year. Naomi and/or Pam Neumann will contact Nova Southeast and to try to interest one of their librarians in joining the Strategic Planning Committee. It was noted that since Ann Phillips is no longer on the committee that there is no representation from North West Florida

FHSLA members that are interested in attending the SIG being held at MLA may do so without paying registration for the MLA meeting. It has been suggested that FHSLA hold a drawing to encourage members to attend the annual meeting.

At last year's Strategic Planning Committee meeting it was suggested that FHSLA offer a CE class independent of the annual meeting. It has also been suggested that the annual meeting become bi-annual with just a CE on the alternate year. With MLA being held in Florida this is an excellent year to try this experiment. A survey for the members done at the last meeting showed that having Jay Daly's QuickDoc class was the most popular choice. Naomi will contact Sue McCullough with the results of the future CE suggestions that were obtained from the last annual FHSLA meeting. The membership will be encouraged to begin a dialog on the listserv about what CE they would like to

see FHSLA sponsor. There was discussion about either having the program presented at 3 regional meetings or possibly teleconferencing it. Pam Sherwill-Navarro checked and UF does have the equipment needed but that the cost of renting the up-link truck is \$2500 per day and there are additional charges for satellite time and camera rental. UF currently does teleconferencing of classes through its system and it might be possible to utilize this, however the locations would be limited to the UF system. Further investigation is needed to determine what facilities and equipment exists at the other universities. UF is beginning to get involved with streaming video through the web. This might be a possibility for the future.

Several years ago an AdHoc committee was formed to develop a policy and procedure manual. This manual has been completed and is up on the web. Naomi, the committee chair is resigning and recommends that the committee be disbanded. She suggests that any changes to the manual be noted by the secretary at meetings and relayed to the webmaster to implement. The SPC recommends that this committee be disbanded. According to the Bylaws this Ad Hoc Committee is a "Special Committee" established by the Executive Committee therefore, it was recommended that they meet or telephone conference and disband this committee, if deemed appropriate. Deedra recommend still having a sort of "Chairman" of the Manual to advise, instruct, offer guidance, keep people on track, and to make sections available as needed by new people. Perhaps sending a formal letter or e-mail after the meeting/appointment welcoming the member to the new position, enclosing a position description with duties, and the name of a contact person for assistance. Approaching new members at the SPC and Executive Committee meetings to explain their duties would also be helpful. While this recommendation was not exactly agree upon the consensus was that multi-accesses to helping members understand and perform new duties being assigned would benefit all.

A nominating committee comprised of Pam Newman, Naomi Elia and Dottie Kelly was formed. They have made the following nominations for the office of Secretary, Sandra Canham and for the office of Vice President / Program Chair, Pam Sherwill-Navarro. The nominations will be voted upon by the membership at the business meeting in May.

Next the discussion was on "What do we expect from FHSLA?" Dottie felt that this was the state organization and that it should be more prestigious. It was suggested that we look at what other state health science organizations charge, promote and offer. Pam S-N will start a discussion about this on the listserv to attempt to solicit input from the membership. Pam S-N also offered to try to get discussion going about great websites. It was also suggested that perhaps this question could be posed as an agenda item at the FHSLA Annual Business Meeting.

The committee discussed the cost of producing, and distributing the Membership Directory. The approximate cost now is \$300 a year. If we load the directory on the FHSLA website and send it via the listserv, we could save money, update information more frequently, and distribute the format easier. The ALERT could also be produced this way. Issues that surfaced were security/address, ease of carrying print, and simply preferring the print format. The SPC recommended that the President write an article

about this topic for the next ALERT requesting feedback and comments be sent to her. The resulting information could be compiled into a "survey" to present and discuss as an agenda item at the Annual Meeting, to determine if the Membership wants to drop the print format. The Bylaws simply states that "The Committee will prepare a directory of members, updating and distributing it as directed by the Executive Committee." Perhaps, the Executive Committee will still prefer to have a vote of the Membership to change the Directory format from print to electronic.

The Committee discussed the need for more permanent participation in the organization. MLA sponsors teleconferences, is there a need for FHSLA to sponsor these on a local level? Would members pay to obtain this type of credit? To encourage membership from the hospital library members the SPC discussed the creation of a packet of materials that were ready to use to promote the medical library during Medical Library Month. This has been approved and Libby Anderson, public relations person for the Univ. of Florida Health Sciences Center Library will work on this project. These materials will be available to FHSLA members for 2001. There was also discussion on how to promote the state organization and medical libraries in general during October.

Discussion then began on the annual meeting in 2002. In the past there has been problems with a few of the CE presenters about what expenses they expected FHSLA to pay. It was suggested that we send to speaker with the confirmation letter a statement about what costs we will cover.

It was suggested that in the future the secretary contacts each new Executive Committee Member, Committee Chairs, and other Principals and orient them to the responsibilities of their new position. This can be done via email, with a formal letter or at meetings.

The meeting was adjourned at 2:25 PM.

Submitted by,

Pamela Sherwill-Navarro, Secretary