

PNC/MLA Board Meeting, March 23, 2007

Start Time: 8:30am		End Time: 4:50pm	
Members Present:			
<p>Heidi Sue Adams, Chair Lea Starr, Past Chair Gail Kouame, Chair-Elect Nanette Welton, Treasurer Liisa Rogers, Recording Secretary Susan Barnes, Membership Secretary Dolores Judkins, Chapter Council Representative Kim Granath, Chapter Council Representative Alternate Kathy Murray, Publications Committee, Conference Planning</p>			
MINUTES			
Subject	Discussion	Follow-Up/Action	Responsibility
<p>10/13/06 meeting minutes</p> <p>News on items completed:</p> <p>Mentoring/Recruitment:</p> <p>Dolores & Jim M wrote a proposal for a 2nd year NLM fellow part time at OHSU and part time in hospital libraries. Gail K will have 2 students doing internships with her this year, and Kathy Mu has a student also.</p> <p>Business Arising from Fall 2006 Minutes</p>	<p>Meeting minutes approved as is. The final version has already been submitted to Kathy Mu & Leilani for the PNC website.</p> <p>Survey Monkey</p> <p>Revisions Password (new business)</p>	<p>The following items are still in progress:</p> <p>-Kathy Mu is still waiting on Oct 2006 PNC meeting stats. -PNC Fall Meeting 2006 final report and funds transfer are still outstanding. -Lea will give Susan a phone number re: inviting Saskatchewan HS librarians to the Fall 2007 PNC Meeting in Billings. -Dolores will add to procedure manual the item about only MLA members voting for MLA-related PNC positions in Survey Monkey. -Re: Chapter documentation, Kathy Mu will ask Kathy Martin for her collection of chapter process/procedure documents for uploading to the blog</p> <p>Dolores will make the changes Nanette will post new password on the blog. Dolores will contact them re: locking</p>	<p>Kathy/PNC Planning Committee</p> <p>PNC Planning Committee</p> <p>Lea/Susan</p> <p>Dolores</p> <p>Kathy</p> <p>Dolores Nanette</p>

	Responsibility Manual	down password changes OR add a note in the instructions to not change the password Dolores & Lea will follow up re: mentoring committee and other general RM tasks	Dolores & Lea
	Logo Archiving	Still has not happened The recording secretary will send reports relating to any meetings to Janet Schnall. At the end of the year, all other board members will send Janet copies of items not relating to the board meetings.	Lea will follow up this year Liisa & Board Members Lea will add this to the Responsibility Manual.

EXECUTIVE BOARD REPORTS AND RELATED ISSUES			
Subject	Discussion	Follow-Up/Action	Responsibility
Treasurer's Report Nanette Welton	<p>See Treasurer's Report</p> <p>Budget: Total Assets = \$40,031.98 at this time CN Conversion – discussion was held re: how to collect dues from CN members (US or CN funds and how much) in order to not lose money in exchange rate conversion. Lindbergh and Cunningham Fund donations: In March 2005 the Board approved \$250 donations to each organization.</p> <p>Other New Treasurer items:</p> <p>Banking services: WaMu worked with Nanette for improved services and reduced fees, e.g for CN conversion. Nanette will transfer all our funds to this bank, and has made important steps in creating long term PNC treasury procedures.</p> <p>Membership/Dues Form: Nanette proposes making the form more clear –</p>	<p>Nanette will follow up to send 2 checks to MLA for these funds and adjust our budget. There is information on MLAnet re: these.</p> <p>Nanette has a partially written report she'll submit to Liisa.</p> <p>See Membership Secretary Report.</p>	<p>Nanette</p> <p>Nanette</p>

we will talk about this at the Membership Committee report today

EXECUTIVE BOARD REPORTS AND RELATED ISSUES, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
Treasurer's Report, continued Membership Committee Susan Barnes	Previous PNC meeting in Vancouver (2002) Membership Report (see report): Total = 146 + 3 free student memberships (13 down from Oct 2006). Student Memberships: Susan knows faculty at the iSchool at the University of Washington and will make sure they are aware of the free offer. Not-yet-renewed Saskatchewan HS libraries Committee Members	Lea will follow up re: getting the funds from closing the bank account. Susan will speak to Wanda Pratt Susan will contact them to remind them. Lea will give Susan a contact name for follow-up Susan will find someone for AB/BC in Canada.	 Susan Susan Lea/Susan Susan

EXECUTIVE BOARD REPORTS AND RELATED ISSUES, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
Membership Committee Report, continued	Institutional/Individual Memberships: Confusion continues re: whether people should do one or both. Currently the institutional membership includes membership for one person at the organization, and the privileges are equivalent. Susan proposes adding a note to the bottom of the membership registration/renewal form to clarify these issues and refer people to the PNC website for more details. Individual/Institutional Memberships and Bylaws: Susan proposed adding information to the rights & privileges section of membership	Susan will draft something up and circulate it to the board. This information will be sent to people at renewal time. Changes to the bylaws moved by Susan and seconded by Lea. Susan will propose changes to the registration/renewal form and bylaws as mentioned. She will work	Susan Susan

PNC MEETING UPDATES

Program 2006 Wrap-Up

Gail Kouame

Program 2007

Kathy Murray

about the institutional membership.
Non-working category – Susan proposes changing the membership registration/renewal form to add “non-working” to the Emeritus box, to be consistent with the bylaws.
Lifetime membership – criteria need clarification.

First ever 4 chapter meeting in the west!
See Gail’s Report & Survey Monkey results for more details.

Comments re: future meetings:

- 1) RMLs often want to try to add an activity at the last minute, which makes scheduling and room space issues challenging.
- 2) Also, vendor party participation may need to be clarified more clearly in the future
- 3) Get MLA rep. scheduled as early as possible
- 4) Contact vendor exhibit organizer earlier in the year (re: optimizing on their yearly budgets)
- 5) Put organization affiliation on participant nametags.
- 6) Paying the hotel to provide the technology support was well worth it.

See preliminary report sent by Kathy – she has spearheaded progress in the planning.
Planning on 45 attendees per past similar meetings. Four vendors confirmed so far.
Board Meeting will be Friday 9/28.
Current issues include:

- 1) Insurance coverage – MLA covers typically

with Jan Schuller.

Liisa will research the criteria (Bylaws?) and let the board know.

Liisa – done 3/30/07

<p>Chapter Council Report Dolores Judkins Kim Granath</p>	<p>2) CEs – initially there were problems securing commitments and discussion re: how many to hold. Carolyn Adams is now involved and it looks like at least 4 classes will be planned. Outside organizations in the Billings area will be invited to participate.</p> <p>3) Kathy looked into flight options and we concurred we could hold a full day of events on Tuesday.</p> <p>Dolores read CC report. Some highlights include:</p> <ol style="list-style-type: none"> 1) FYI – MLA member librarians can request support letters from MLA if their library is in jeopardy. 2) Updates about MLA meeting in Philadelphia. 3) Proposal for AHIP credit for employer-sponsored training is in progress. 4) Upgrades to JMLA publishing processes announced. 5) Task force re: Personal Health Records has been initiated. 6) MLA is listed in the AMA directory as an allied health organization. 	<p>Dolores will send me the report and her goals for action.</p>	<p>Dolores</p>
<p>COMMITTEE REPORTS</p> <p>Archives Janet Schnall</p> <p>Bylaws Jan Schuller</p> <p>Nominating Lea Starr</p>	<p>Nothing new since Oct 2006</p> <p>Spring/summer 2006 major changes were made to bylaws and the website has been updated.</p> <p>Lea solicited ideas for the following offices:</p> <p>Chair elect Recording Secretary</p>	<p>Changes to bylaws proposed in this meeting will be brought to Jan by the people involved.</p> <p>Lea will contact them to assess their interest.</p>	<p>Various board members</p> <p>Lea</p>

	Chapter Council Alternate Treasurer		
	Discussion held re: changing the bylaws to have a "Treasurer-elect" to overlap for the last year of the Treasurer's term, and whether to include conference treasurer duties.	See "PNC Streamlining" below under New Business	Nanette

COMMITTEE REPORTS, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
Government Relations Bob Richart	Heidi Sue read his report. He states he sent an email to the contact email address at the PNC website but hasn't heard back.	Heidi Sue will send his report to me. Kathy will look into who is monitoring the PNC email account. We will recommend he send his announcements to the blog in addition to H-lib.	Heidi Sue Kathy

COMMITTEE REPORTS, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
Professional Development Heidi Sue for Carolyn Adams	From Fall 2006 Meeting: Lending Library – Clarification by Susan Barnes. While started by PNC, it is owned by the RML and Andrea Ryce manages and purchases items. PNC will honor our plan to purchase items for the Library and work with Andrea re: how to implement this. PD Committee Report was read by Heidi. CE classes are being planned for 2007 Billings PNC meeting Offered suggestions for improved professional development through PNC, particularly with the retirement of experienced librarians.	Lea will work with Andrea re: how to incorporate our plan to donate funds (or items) to the library. See 4/06 meeting minutes under Professional Development report. Heidi will send me the report.	Lea Heidi

<p>Mentoring/recruitment Dolores Judkins</p>	<p>Now there is an official committee: PNC: Lisa Oberg, Ann Madhavan, Liisa Rogers, Heidi Sue Adams Students: Nikki Dettmar, Joan Truncali, Dana Haff Webpage: Student committee members are working on a webpage where practicum institutions are described and listed. This is also where the student awards could be posted. Lea suggests social networking software be considered for this site. Recruitment: Dolores has talked with Cathy Burroughs at the RML re: national recruitment ideas and Angela Ruffin at NLM is interested in supporting some of her ideas. Continuing Ed: Dolores is doing an expert searching seminar at OHSU with other staff librarians, students and informatics fellows that has been quite successful. Discussion was held re: how to expand this to more people and/or the PNC website (blog?), and how to meet medical/business research searching needs.</p>	<p>Dolores will send me her report</p> <p>Gail will send “mentoring resources” information to post to the webpage.</p>	<p>Dolores</p> <p>Gail, Dolores</p>
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COMMITTEE REPORTS, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
<p>Publications Kathy Murray</p>	<p>Publications Report: Blog: Kathy is checking the names of those on the blog who have not paid their PNC dues. She will keep the list updated. Website: Kathy had an “outsider” look at it and offer suggestions, including too many links in the middle of the pages. Per above continuing education topic (see</p>	<p>Kathy will work with Susan re: membership tracking.</p> <p>Kathy will add a link to SurveyMonkey (to the blog) so it’s easily accessible. Leilani has drafted a table that might be a more organized way to present our information & Kathy will present this to the board Kathy will follow up</p>	<p>Kathy</p> <p>Kathy</p> <p>Kathy</p>

mentoring/recruitment above), we discussed adding searching questions to the website & blog to foster learning & collaboration.

PNC MEETING UPDATES, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
UNFINISHED BUSINESS			
Group Purchasing	<p>Lea drafted a PNC/MLA Group Purchasing Coordinator job description which we reviewed & discussed:</p> <ol style="list-style-type: none"> 1) The coordinator should report to & consult with someone on the board, and provide quarterly reports 2) The value of an advisory group to give input to the coordinator vs. having the coordinator work directly with PNC members or just the institutional members 3) The importance of regular surveying of PNC members to gather interest in packages 4) There will be a contract drawn up and the person will submit detailed invoices for work that they do 5) Whether to have a conference call with Greg Doyle (who does the negotiating for the OR/WA alliance) re: what we might want to consider in creating this position and process 6) Initially we may need to work only with vendors who are willing to have individual contracts with each interested institution 	<p>By May, Heidi Sue will draft a contract that includes a paragraph describing what we want the person to do, based upon the job description (e.g. start with the current purchasing agreements). She will share it with the board for approval. Gail will approach Marcy Horner (who has expressed interest in the position), explain where we'd like to start, and see if she's interested.</p>	<p>Heidi Sue & Gail</p>

<p>Board Member Travel Reimbursement</p>	<p>7) We may need to scale down the job description and consider it a pilot project</p> <p>8) Should we create a task force to revise the job description & carry this idea forward?</p> <p>Discussion regarding the pros and cons or reimbursement for travel to the fall board meetings.</p>	<p>Proposal to bring to the membership – revision to travel reimbursement policy:</p> <p>Fall Meeting Only: Board members who live outside the host city will be reimbursed for out of pocket expenses (not reimbursed by any other source). Receipts must be submitted and reimbursement will be for only one of the following:</p> <ol style="list-style-type: none"> 1) One night’s lodging at the conference hotel meeting rate, OR 2) Travel expenses equivalent to one night’s lodging at the conference hotel meeting rate 	<p>Liisa will email this proposed amendment to the board for review and then it will be sent to the membership for their approval. The procedure manual will be updated accordingly.</p>
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NEW BUSINESS			
Subject	Discussion	Follow-Up/Action	Responsibility
<p>PNC Board Streamlining</p>	<p>Ideas:</p> <ol style="list-style-type: none"> 1) One person will be the conference planning liaison year after year 2) PNC should use technology more for continuing education, mentoring & collaboration 3) Have action-oriented minutes, e.g. say a date by which we will do something in the “Follow-Up/Action column 4) Let’s do more podcasting to 	<p>Discussion:</p> <ol style="list-style-type: none"> 1) #1 - See PNC annual meeting item below 2) #9 – The board will have a phone conference in June and January 3) Re: treasurer role specific to conferences 	<p>Phone conference - Heidi</p> <p>Treasurer Role: Nanette will explore whether we can have a PNC sub-account at WaMU for meetings that could remain open and be accessed in different cities</p>

<p>Board streamlining theme: How are decisions made re: where to have PNC annual meetings and where is this documented? (Only major cities, as many cities in the region as possible, and/or resorts?)</p>	<p>share information, conferences & training</p> <ol style="list-style-type: none"> 5) While honoring the bylaws, can we plan proactively for a board members' resignation 6) Create a Treasurer-Elect position for the PNC board 7) Create an annual PNC award for our membership 8) Profile members on the PNC website 9) Conference call meeting in-between PNC board meetings to check in re: the minutes for follow-up & action needed. 10) Board Meeting not in Seattle. <p>Agreements made in the past re: these issues are documented in past board meeting minutes. Discussion: See #1 of "streamlining" ideas –we will formalize the consistent meeting liaison role.</p> <p>Also a message from the chair once per quarter might disseminate & explain the board decisions re: the meetings more often.</p> <p>Re: "corporate memory" – how to share this kind of board activity with the members more consistently.</p>	<p>Kathy will write a history piece for the blog to clarify past meeting rotation decisions, joint meetings & so forth.</p> <p>Heidi Sue does a message 4/year on the blog and will get input from board members re: issues. She will also address the meeting rotation issues.</p>	<p>Kathy – done 3/29/07</p> <p>Heidi Sue</p>
<p>PNC Members' Suggestions</p>	<p>Heidi Sue presented a list of member questions & comments.</p>	<p>Heidi Sue will respond to members via the blog</p>	<p>Heidi Sue</p>
	<p>Lowering registration</p>	<p>We will offer more scholarships instead.</p>	<p>Meeting Committees?</p>
	<p>Helping PNC members with marketing</p>	<p>Heidi Sue will ask the person who suggested this to come up with a proposal.</p>	<p>Heidi Sue</p>
	<p>Benchmarking surveys</p>	<p>There should be information on MLA website about this. Kathy will explore whether there is a current system in place</p>	<p>Kathy – done 3/29/07</p>

		at MLA.	
	Group Purchasing – more information desired	This information will be the responsibility of the new person we hope to hire to manage group purchasing.	
2008 Meeting	There will be a multi-chapter meeting in Southern CA (MLGSCA) in the winter (Feb 6-9) of 2008. If we join them, we could do CE only in fall 2008 in Seattle.	Gail will contact S CA chapter to see if they would mind if 40+ of our members attended their meeting Feb 08 in Las Vegas and/or would they like us to join in the planning. She will let Carolyn know about the CE plan. Dolores suggested we have a social event in between the 2 CE days.	Gail done 3/28/07
Future PNC Meetings (2009-2010)	2009 will be in Vancouver, BC 2010 will be in Portland, OR 2011 will be a joint meeting (Seattle?)	Heidi Sue will correspond with other western chapters to ascertain their views of joint meetings and pursue a consistent plan for them into the future.	Heidi Sue
Review MAP Priorities for 2007-08 (if time)		Heidi will do this online	Heidi Sue

Friday's meeting ended at 4:50pm. Liisa will email the minutes to the Board Members within 2 weeks.