

PNC/MLA Board Meeting, April 25, 2008

Start Time: 9:10am	End Time: 2:45 pm
<p>I. Call to Order Members Present: Tower Room in the Allen Library, University of Washington, Seattle, WA</p> <p>Gail Kouame, Chair Heidi Sue Adams, Past Chair Ann Madhavan, Recording Secretary Susan Barnes, Membership Secretary Kim Granath, Chapter Council Representative Judith Hayes, Treasurer Leilani St. Anna, Publications Committee Member</p>	
<p>II. Review Minutes from Board Meeting of September 28, 2007 Past Minutes corrected: “new Survey Monkey username and password posted to Blog rather than website” “Heidi Sue has not pursued arranging to provide a gift” “Maryanne Blake has taken over pursuing letter of support to keep libraries open, so Board need not pursue”</p>	

III. EXECUTIVE BOARD REPORTS AND RELATED ISSUES			
Subject	Discussion	Follow-Up/Action	Responsibility
Treasurer's Report/ Judith Hayes	See Spring Board Meeting Projected Budget for 2008 document		
	Budget: Projected Bank Total = \$46,059.13. 2007 Conference check for \$11,001.11 is in the mail. Total Assets = \$57,060.24		Judith Hayes
Proposed 2008 Budget	Projected 2008 budget is tentative. Board needs to consider upcoming conference and determine anticipated expenditures. The issue of “seed money” cannot be determined at present. Expected gain of \$4,500.	Revised/updated budget forthcoming.	Judith Hayes

	A question was raised regarding how realistic the estimate for new membership is, and Judith Hayes provided justification for the number provided.		
b) Membership Committee/ Susan Barnes (see Membership Report document)	Membership Report: Total as of April 2008 = 91 regular + 43 institutional members Not renewed as of 4/22/08 = 44		
Early Membership Renewal	Offering prizes for renewal has been quite successful. Susan anticipates more renewals to come, as committee representatives are contacting members from their state or province who have not yet renewed. Clarification requested regarding anticipated bill for MLA certificate. As MLA donates the MLA membership, no bill will be forthcoming. PNC donates student memberships.	To contact MLA regarding this year's donation.	Susan Barnes
Renewal Reminders	Discussed how to reach students who are distance learners to inform them of membership options.	To explore possibility of announcing PNC/MLA membership via MLA student listserv.	Susan Barnes

EXECUTIVE BOARD REPORTS AND RELATED ISSUES, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
Saskatchewan	Discussed past efforts to welcome Saskatchewan medical librarians to join our chapter. Approach has been to welcome but, not actively recruit.	Will continue to welcome Saskatchewan's participation.	Susan Barnes
Certificate for life members	Discussed providing a certificate to all retiring life members, as opposed to hit and miss approach.	Plan to make certificates for all retiring life members on list.	Susan Barnes
Member List on Web	Identified need to fix website membership list, as	To fix the problems with the	Leilani St. Anna

	some names have been inadvertently dropped from it.	online membership list.	
c) Chapter Council/ Kim Granath	See Chapter Council Report document		
Representation	Gail announced that after discussion with Arleen Libertini, Chapter Council Alternate, she has decided not to resign from the Board.	To contact Arleen regarding her plans to attend MLA Chicago, as travel is budgeted.	Kim Granath
	Discussed potential need to elect a new Chapter Council Alternate in Fall of '09.	To clarify with respect to Board requirements.	Gail Kouame
Activities	Kim reviewed her current commitments including her membership in the MLA Credentialing Committee, Chairwomanship of the Majors/MLA Chapter Project of the Year Award Jury for 2007-2008, and Chairwomanship of the CC Web Committee and duties as Webmaster.		
Chapter Council Business	<p>With respect to participation in the Roundtables Luncheon, the Board discussed the option of sending two members, rather than sponsor seats, as the \$50 cost per seat is prohibitive.</p> <p>Board members commented on the anticipated high cost of the upcoming Hawaii meeting. Kim reported that that this issue has been discussed at MLA Board Meeting. Concern raised that MLA tends to be academic heavy and may not be addressing hospital librarians' needs. Heidi Sue mentioned that the Vital Pathways Project is addressing hospital librarians' needs and requirements, may help address this gap.</p>	To identify individuals interested in attending the Roundtable Luncheon. Will not sponsor seats.	Kim Granath
Notes from the MLA Board Mtg (Feb2008)	Kim reviewed notes from the February 14-17 th , 2008 MLA Board Meeting.		
IV. Committee Reports			

<p>a) Mentoring / Recruitment/ Dolores Judkins</p>	<p>Gail reported on healthy response to the mentoring survey, which indicates that more “spontaneous” mentoring relationships may exist than the mentoring committee anticipated.</p>		
<p>b) Archives & AHIP Credentialing Janet Schnall</p>			
<p>c) Nominating & Elections Michele Spatz (see email)</p>	<p>Gail reported on Michele’s behalf that she has sent an email to PNC members via HLib-NW asking for nominees for MLA President (seeking two nominees for one position) and MLA Board of Directors (seeking four nominees for two positions). Michele will be attending the Nominations Committee Meeting in Chicago on May 17th when a draft list of possible nominees is slated.</p> <p>Patrice O'Donovan was nominated for the MLA Nominating Committee. She was appointed as there was a "vacancy" so Heidi Sue, as nominating person for the Chapter approached Patrice, who agreed to run.</p> <p>Board members recommended that Heidi Sue put information on candidates on the Blog, and encourage HLib-NW membership to go there to vote.</p> <p>It was also suggested that Heidi Sue email members directly with a link to the Survey Monkey election form. Susan Barnes will provide the members’ email addresses and describe how to use it.</p>	<p>Needs to come up with list of potential individuals to propose as nominee. Need to look for more nominees for secretary (Ann committing to 2 years); Chair Elect (after Kathy); Treasurer (Judith covered to end of 2009)</p> <p>Post candidate information on Blog.</p> <p>Email PNC/MLA members</p>	<p>Heidi Sue Adams</p> <p>Heidi Sue Adams</p> <p>Heidi Sue</p>

		directly with link to Survey Monkey election form.	Adams/Susan Barnes
d) Government Relations /Bob Richart			
e) Professional Development CE (October 3rd & 4th) Carolyn Adams	<p>Gail reviewed the Professional Development Committee report submitted by Carolyn Adams with details regarding the Fall CE event. Gail will forward the report to the Board and to Leilani to post on the web site.</p> <p>The need to discuss equalizing the registration fee across CE's was added to New Business (see below).</p>	Forward report to the Board and to Leilani.	Gail Kouame
f) Publications Leilani St. Anna (see Committee Report for Spring Board Meeting document from Kathy Murray)	<p>Leilani reviewed Kathy Murray's report on the Website and Blog, and invited feedback and suggestions. Leilani reported that they are considering adding a search engine option via Google. There appears to be a noticeable increase in Blog use since the Web 2.0 course.</p> <p>Per Heidi Sue, Board members clarified how to select Board members only category when using Blog, so only Board Blog members will see.</p> <p>Susan reported that she has sent Kathy the most updated spreadsheet of members. Emily Glenn is interested in joining the Publication Committee.</p> <p>It was noted that Blog use is not as great as it could be. Susan said that she would ask state representatives on the membership committee to provide their reports on the blog, but if they are uncomfortable doing so, Susan will post for them. Issues relate to Blog use vs. listserv use were discussed including the problem of forgetting one's user name and password, and that email is perceived</p>	<p>Encourage use and lead by example.</p> <p>Provide statement regarding benefits of use, versus times when Blog use is not appropriate.</p>	<p>Gail Kouame</p> <p>Kathy Murray, et al.</p>

	<p>as easier. The potential for/need to archive discussions via Blog vs. listserv was also addressed. Board members agreed that it is necessary to clarify and communicate what the Blog's draw is and why members should use it. It is definitely a good tool for information dissemination within PNC, but not for wider information dissemination, in which case, HLib is a better choice.</p>	<p>Consider posting to Blog first when special offers go out to PNC MLA members first.</p>	
<p>Benchmarking Liaison Tori Koch</p>			
<p>Bylaws Jan Schueller (see Bylaws email and accompanying Committee Activity Report)</p>	<p>Board members discussed the addition of the following sentence, "That representative shall receive the same rights and privileges as an individual member," to the bylaws; which was approved by the MLA Bylaws Committee in November 2007. The PNC Board members concur with adoption of the above addition.</p>	<p>Contact Jan Schueller and convey our agreement with the change in the bylaws to the Bylaws Committee.</p>	<p>Susan Barnes</p>
<p>V. PNC MEETING UPDATES</p>			
<p>Fall CE Event (see PNC 2008 CE Meeting Budget document)</p>	<p>Board members commented on their concern that the CE registration fee of \$100 is highest ever charged. Comments included: considering sponsorship from EBSCO; offering the same price for both PNC and non-PNC members and subsidizing; avoiding passing on expenses to the membership; offering non-PNC/MLA benefit of joining with decrease in cost of CE.</p> <p>The meeting budget short fall is currently significant +/- \$3000, and may be as much as \$5000. With that in mind, it is hoped that number of registrants increase significantly, that we pull in a lot more outside participants at a higher fee, and/or that we receive considerable vendor subsidies. Possibility of</p>	<p>Inform Fall CE Event committee of Board decision to charge a flat fee of \$80 for non-members and \$50 for members.</p>	

	<p>marketing Mary Ellen Bates, i.e. “Can’t see her at SLA. She’ll be back.”</p> <p>After significant discussion, the Board decided on a flat fee of \$80 for non-members and \$50 for members.</p> <p>Related to the above discussion, Gail asked for input regarding the possibility of recording/broadcasting to outlying members interested in attending from distance. Susan Barnes’ upcoming experience with having her class in Arizona videorecorded could be pilot project...Board members questioned whether folks would sit and watch for 4 hours at a computer, whether individuals watching the DVD should be charged the same as local attendees or whether they receive CEs?</p>	<p>To hold off on this as pilot project this time. But Susan to report back from Arizona re how-to’s and some of questions proposed.</p>	<p>Susan Barnes</p>
<p>b) Vancouver 2009? (see Kathy Murray’s email)</p>	<p>Board members have been waiting for a response from Diana with respect to Vancouver’s interest, and it hasn’t come. Seattle chosen as the alternate for the 2009 meeting. Gail and Susan will be co-chairs and will contact the Red Lion as a possible venue. If Red Lion doesn’t work, consider Groups to Go, or WAC.</p>	<p>Check with Red Lion and WAC regarding availability in Fall 2009.</p> <p>Tap Kim, Heidi Sue, and Ann’s help.</p>	<p>Gail Kouame & Susan Barnes</p>
	<p>Gail consulted the Annual Meeting Planning Manual regarding requirement for MLA regional conferences. Events must be at least 3 days, usually held in September or October and it is important to avoid US and Canadian holidays.</p> <p>Board is proposing that the 2009 conference be held Oct17th thru 20th 2009 (Board Meeting, CE, then main meeting)</p>	<p>Confer with Kathy Murray about plan.</p>	<p>Gail Kouame & Susan Barnes</p>
	<p>Board members discussed future dates and places for upcoming PNC MLA conference...</p> <p>2010 Oregon interest</p> <p>2011 Boise (Liisa Rogers to help)</p> <p>2012 CE in Seattle (National MLA meeting here that</p>	<p>Send out feelers to Oregon’s Medical Librarians.</p> <p>Contact Liisa to see if she is</p>	<p>Judith Hayes</p> <p>Gail Kouame</p>

	<p>year) 2013 Missoula, Montana or Spokane (Calgary or Alaska less likely) Long term: Coeur d' Lene, Calgary, Vancouver???</p>	<p>willing and interested or if she can recommend another librarian in Idaho. Heidi Sue is willing to help out Liisa or her alternate.</p>	
	<p>Board members expressed the benefits of using a sub-account for the annual meeting rather than setting up a new bank account for each meeting. Local banks requirements for check versus credit card was also discussed.</p> <p>Judith will explore obtaining a PNC credit card, which can be used for the 2008 CE conference room prepayment.</p>	<p>Check with Washington Mutual about options, benefits of permanent sub-accounts.</p> <p>Obtain PNC credit card.</p>	<p>Judith Hayes</p> <p>Judith Hayes</p>
<p>c) Use of Meeting Planner (i.e. Groups to Go) Heidi Sue Adams (see Kathy Murray Committee Report document)</p>	<p>Board members commented on the questionable usefulness of this service, as in Seattle, at least, two potential venues are already known entities: Red Lion and WAC.</p>		
<p>d) Online Registration System? (Acteva, RegOnline, and Detailz.com)</p>	<p>After discussion of Acteva's, Sporg/RegOnline's, and Detailz finer points, Board members agreed that perhaps RegOnline may be the best option.</p>	<p>Check out other chapters' experiences. Further explore RegOnline in consultation with Kathy.</p>	<p>Kim Granath</p>
<p>VI. Old Business</p>			
<p>a) Web site updates</p>	<p>See handout and notes above</p>		
<p>b) Proposal for investing PNC funds in CDs Judith Hayes</p>	<p>Non-profits are not allowed to invest in CDs in Oregon, but can do so in Montana, as well as Idaho.</p>	<p>Will consider investing \$20-\$30,000. Judith will consult with Ray regarding further plans. Still under advisement.</p>	<p>Judith Hayes & Heidi Sue Adams</p>
<p>c) Hospital library value calculator Susan Barnes & Kathy Martin</p>	<p>Mid-continental region developed a hospital library calculator and are open to feedback regarding its functionality. Susan proposed to redirect the project approved at the fall PNC/MLA board meeting (to</p>	<p>Contact Kathy Martin to find out if she is still interested in working on this, and to what degree. Judith and Heidi Sue are</p>	<p>Susan Barnes</p>

	develop a library value calculator) it and instead develop a validation study. Would tie in nicely with Vital Pathways project. Susan commented on Kathy Martin's past interest in this tool and hoped that she would still be willing to participate.	also willing to participate in this project.	
d) Video conferencing for Board meetings Gail Kouame & Kathy Murray	Board members discussed the benefits of and degree of interest in video conferencing for board meetings. Initially, video-conferencing had been proposed to limit travel expenses. At Billings business meeting, interest was expressed in continuing to keep Board meetings face to face/in person. Board decided to continue to keep meetings as is, unless videoconferencing or similar technology is necessary in extenuating circumstances.	Will continue to meet in person.	Gail Kouame
e) Chapter award possibilities Gail Kouame	Dolores Judkins suggested that the Board explore ways that our own membership can recognize achievements/accomplishments of our fellow members. It was decided that it would be worthwhile to draft guidelines for awarding such recognition, and possibly tie this in with Mentoring and Recruitment. Judith commented that awards are currently not a line item in the budget.	Initiate the drafting of guidelines and consult with other Chapters regarding what is typically recognized and given for such awards.	Heidi Sue Adams
f) Scholarship Funds	Board agreed that we need to make sure to announce scholarships early enough for folks to take advantage of them. Awards have more recently been based on expenses rather than awarding a set amount. The issue of of funding for individuals who have no monetary assistance from their institutions: i.e. no assistance, therefore more needy was also addressed.	Scholarship information to be sent out with the announcements for the CEs.	Gail Kouame
	Will request that recipients report back on the blog before being reimbursed. Gail moved that application requirements be changed... (see above) Board voted and passed	Leilani St. Anna and Susan Barnes to make changes to PDF and website to reflect above.	Gail Kouame; Susan Barnes; Leilani St. Anna

	unanimously.		
g) PNC “buddy system” for disaster planning RML/Gail Kouame	RML has taken on so Board will not officially pursue.	Dormant issue.	N/A

VII. NEW BUSINESS			
Group Purchasing Update Marcy Horner	<p>As paid consultant, Marcy Horner has stated that she plans to resign. Gail needs to obtain an official letter of resignation from her. The Board definitely wishes to continue using a paid consultant for the group purchasing role. Gail is waiting for an expense report from Marcy.</p> <p>Judith provided information regarding Marcy’s contract, which is for \$6,000/year, at \$25/hour, not to go over 20 hours per month. Judith feels that we will almost recover the expense with institutional memberships, although it will be quite close.</p> <p>Addendum: Marci will most likely leave before the contract expires. As there does not appear to be any clause in the contract regarding breaking or ending the contract early, Judith proposes we consider whether this should be incorporated in future contracts.</p> <p>Susan commented on need for decision regarding individual vs. institutional membership and how this fits with i.e. OVID’s requirements.</p>	<p>Make announcement to membership and let Robin know of opportunity.</p> <p>Contact three interested members who would pursue recruiting a new consultant.</p> <p>Board to consider adding contract clause dealing with prematurely ending the contract. Check with collections regarding process.</p>	<p>Gail Kouame</p> <p>Gail Koumane</p> <p>PNC Board</p> <p>Kim Granath</p>
b) 2008 Business Meeting	<p>Board members have not currently asked for a time slot for the 2008 Business Meeting. An alternative could be to provide information for distribution in the Fall.</p> <p>Will plan for Board meeting in conjunction with CE event.</p>	<p>No Business Mtg.</p> <p>Board Meeting in conjunction with the CE event will be on Sunday and end no later than 3pm.</p>	

c) Replace Arleen Libertini as Chapter Council Alternate	Resolved. Arleen to return.		N/A
d) Spending down treasury to benefit members.	<p>Kathy Murray had suggested. Kim talked about options including chapter award, subsidizing Hawaii conference registration (though benefits fewer), subsidize CE meeting, digitizing archives, more scholarships (what kind specifically), purchase RegOnline and /or GroupToGo.</p> <p>Alternative would be to lower registration fees for future PNCMLA events.</p>	<p>Gail to ask Janet Schnall to explore additional options for sending down.</p> <p>Suggest to Janet the option of polling membership for additional ideas?</p>	
b) Announcements	No announcements.	N/A	N/A
Additional New Business:	Susan raised question regarding need to “reinstate” the technology committee, as several PNC members have expressed an interest in serving on it. The last technology committee report was posted in October 2004 and since then the committee has been dormant. Once interested members have been contacted, they will be asked to propose an action plan.	Contact five members interested in participating in the reinstated technology committee.	Gail Kouame
	Several Board members commented on the need to update the travel expense form to reflect changes in reimbursement for miles travelled.	Make changes travel expense form to reflect current federal reimbursement rate.	Judith Hayes
	Addendum: Judith would like to propose that the Board consider per diem rates for meals, and is willing to find out what the standard rates are for such.	Find out what standard per diem rates for meals are.	Judith Hayes

Friday’s meeting was adjourned at 2:45 pm. Ann Madhavan will email the minutes to the Board Members.