

ST. LOUIS MEDICAL LIBRARIANS  
BOARD OF DIRECTORS MEETING  
November 16, 2004  
Minutes

PRESENT: Cheryle Cann, Liz Delfert, Ellen Dickman, Erin Ferguson, Georgiana Grant, Jackie Hittner, Mary Kreiger, Kim Lipsey, Russ Monika and Maria Minowitz

Sufficient officers and board members were present to have an Executive Committee meeting.

The following documents were distributed to the board: Education and Program Committee Report, Governance Committee Report, Membership Committee Report, Communications Committee Report, Treasurer's Report and September 2004 Board Meeting Minutes.

President Jackie Hittner called the meeting to order.

September board meeting minutes were approved.

Ellen Dickman gave the Treasurers' Report. Chances are she will not be at the next meeting because she will have had her baby. Names need to be added to the bank account for signature. Jackie and Mary Krieger, as incoming President, will go to the bank to take care of this.

SLML's balance as of November 16 is \$7555.46. Including two CDs the organization's net worth is \$14,227.67. Some upcoming expenses include the December holiday party. Jackie asked about having budget figures from all the committees. Ellen said she had everything big.

Russ Monika gave the Communications Committee Report. He said web pages are continually being updated with the assistance of the committee members and Erin Ferguson, Program and CE Chairperson. Erin keeps Russ on his toes as far as new and old events are concerned.

The SLML listserv runs itself. The newsletter was published. Everything is working smoothly at the moment, unless something has been forgotten.

Continuing Education and Programs Committee chairperson, Erin Ferguson, reported on recent SLML programs. She said the last two were successful and well received, they were:

- 1.) The MLA videotaped teleconference, "The Art and Practice of Electronic Journal, Book and Databases Licenses: Practical Tips for Health Care Organizations" (9/30/04) - We had 18 members attend. The general consensus was that the teleconference was one of the better ones put out by MLA headquarters, and the information was very applicable to the everyday work experience.

2.) Adobe Acrobat 6.0 (10/28/04) – Russ Monika taught this class to a group of 15 members. The class received very positive feedback from its attendees.

Jackie asked that it be announced on the SLML listserv that the tape from the MLA teleconference is available to the membership for loan. There was also discussion about whether there would be a full charge for the conference, since we were not able to view it “live”. Erin said there would be because MLA credits are given for viewing it.

The SLML Holiday Party is the next event on the calendar. The announcement went out to the listserv on November 15 to members. So far 13 people have signed up. The party will take place on Wednesday, December 15. It will begin with a tour of the newly renovated Olin Library on the Washington University main campus, and will end with a dessert buffet at the Whittemore House, also on the Washington University main campus. The tour is free, and the dessert buffet will cost \$11.25 per person, plus gratuity, resulting in a final cost of about \$15 per person. The cost of the dessert buffet will be picked up by SLML for its members. The cost for non-members will be \$15 per person.

Cheryle Cann gave the SLML Governance Committee report. The Governance Committee (Mary Johnson, Barb Halbrook, Kim Lipsey, Ruth Lewis, and Cheryle Cann) has met and decided to use an informal interview format for updating the sections of the SLML Procedure Manual.

The 15 sections needing update were split as follows:

Barb: President Elect, Members at Large (2), Archives

Mary: Secretary, Communications

Ruth: Treasurer, Nominating, Finance

Kim: Immediate Past President, Education/Program, Recognition & Awards

Cheryle: President, Governance, Membership

The Governance Committee members will make personal contact with the current and most recent previous holders of these offices and committee chairs. They have formulated a few questions to ask and have the respondents comment on the current state and operation of these functions. A copy of the pertinent sections of the Procedure Manual as it now is available has been sent to our targeted individuals so that they may comment on what is there now.

Governance Committee members have asked, and have now received some of the responses to their inquiries. The committee will meet Tuesday, November 16 at 1 p.m. for progress reports and discussion. They will also meet in January. Russ will attend for the Communication Committee to find out what changes will need to be made for the webpage and listserv. The timetable for the revision will not likely be met.

Georgiana Grant of the Membership Committee reported that as of November 12, 2004, SLML has received membership forms from 74 Members. Seven of

these are from new members. The additional 13 members who have not renewed have been contacted first by email and then phone call.

Additionally, the St. Alexius Medical Library and Majors Books have been contacted. Both of these organizations have previously had members, but currently do not. Work on the 2004-2005 print directory will start at the beginning of December so it they can be distributed at the SLML Christmas Luncheon.

Jackie asked Kim Lipsey if the Nominating Committee has enough members. The committee is doing well and has nothing to report. Jackie told the board the reluctance of members to serve as officers and committee members needs to be discussed. The board needs to brainstorm ideas in January. Mary Krieger said that personal contact can be motivating. Kim said that has not always worked. She thinks younger, newer members should be solicited.

Turning to MCMLA 2006, there are chairs for three committees: Vendors, Mary Krieger; Program, Jennifer Plaat; and Hospitality and Registration, Joan Miller. They are meeting and moving forward.

Everyone will come back together in April 2005, much the same as the meeting in October.

Mary Krieger, chairperson of the Exhibitors and Vendors Committee reported the committee will meet with Nina Wakelam of Radisson Hotel Catering on December 7, 2004, to look at the meeting space available for the conference. This should give us an idea of how many vendors we can invite and what types of electrical and cabling support will be needed.

The committee has compiled a list of past vendors from the MCMLA conferences and will distribute the list to SLML to see if members have any other suggestions for exhibitors they would like to invite. We hope to attract vendors that appeal to hospital libraries as well as academic.

We feel that a participation fee of \$450-\$500 is reasonable to charge vendors, and will find out how much set up time the vendors will need. We will obtain copies of vendor contracts from past meetings and find out how early they have sent them out.

In old business, there was discussion about when to start Go Daddy for electronic payments. It could be used for SLML dues or a CE that has an registration fee. The SSL certificate is purchased for a period of one year. It was suggested that the service would be started on July 1 for the account to be running for receiving SLML membership renewals in September. It would be the start of the business year. It would also be available to begin taking MCMLA registrations one year out.

There was further discussion about the cost of the service, which would be about \$600 for two years, and if it was worth the expense. Cheryle suggested this is an investment and that SLML should go forward with it. The only question remains when should it start? Russ said there would likely be some troubles that would

need to be worked out once it's in. It was agreed to think about the timing one more month. There will be some additional discussions via email.

In new business, it was proposed to increase SLML dues for the 2005-2006 business year to \$20. Some of the concerns for raising dues included getting good speakers to attract people outside SLML, not making money on meetings, relying on money made from past meetings, offering partial scholarships to students in medical librarianship, and the ability to pay back the loan to MCMLA for the 2006 meeting. Retired member dues will remain at \$10.

Russ moved that the dues be raised to \$20, and Cheryle seconded. Information about the dues increase will be posted on the webpage. The question will be taken to the membership at the Annual Business Meeting for a vote.

Tuesday, December 21 is the date of the next scheduled board meeting. Russ moved to cancel the December board meeting, and the board voted to cancel.

Next meeting is set for Tuesday, January 18, 2005 at Becker Library, Washington University Medical School. Jackie adjourned the meeting.