

ST. LOUIS MEDICAL LIBRARIANS  
BOARD OF DIRECTORS MEETING  
August 17, 2004  
Minutes

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

The following documents were distributed to the board: SLML Preliminary Budget, SLML Continuing Education and Program Committee preliminary schedule, May 2004 board meeting minutes, and June 2004 Annual Business Meeting minutes.

President Jackie Hittner called the meeting to order. May Board meeting minutes and Annual Business meeting minutes were read and approved.

President Hittner asked the board members to please email committee reports to her or the secretary if they cannot attend a meeting in the future.

Russ Monika gave the Communications Committee report in the form of a show and tell presentation on the SLML website. He told the board they can check the activity of the website at any time by typing <http://www.slml.org/stats/> He showed the board there were 2729 requests for pages from June 29 – Aug. 17. Friday is statistically the busiest day for the site. He said no Netscape 4 browsers have hit the site, so there is no concern about people being shut out.

Kim Lipsey asked if there is a link from slml.org to MCMLA. Russ will put up dates and location for the St. Louis meeting, but there is plenty of time since the 2004 meeting has not taken place yet. He will add the link and email the listserv about it.

Also new to the site is a clean copy of the by-laws. Russ asked for new information that can be added to the events calendar. It currently has only one item.

Erin Ferguson, Continuing Education and Program Committee, outlined a proposed event schedule for the year. First course will be a satellite broadcast on electronic licensing on September 22 at Becker Library. She had some questions about the committee's budget for the upcoming year, and thought around \$2000 would be spent, around the same amount as last year. Treasurer Ellen Dickman said there is about \$7000 in checking.

There was some discussion about charging for events. Cheryle Cann said that any fees charged should be minimal. The funds SLML has exist for continuing education for the members' benefit. Even so, with MCMLA looming in 2006 SLML does not want a huge dent in finances. It was decided that events will be previewed for SLML members, then opened to other librarians in the area via RLN, SLA and the MCMLA listservs for a fee. The cut-off for SLML members for the electronic licensing broadcast will be September 1.

Cheryle Cann of the Governance Committee said the revised by-laws are on the website. She is looking for members to help on the Governance Committee. We need to start looking at position descriptions in the by-laws to compare them with the

descriptions in the Procedure Manual. The question was asked if every committee has more than one member. Georgiana in Membership is alone, but functioning fine. Cheryle needs more members. Russ will solicit for more. Ellen Eliceiri, Member-At-Large, will sit on the Governance Committee. Cheryle reminded the board she sent a Procedure Manual time table. Chairmen and officer duties need to be reviewed by December 31, 2004.

There was nothing to report yet from the Membership Committee. Georgiana will be sending out the renewal message next month. She had tried to solicit new members from related fields last year with not much response. This year she will be trying to get additional members from participating institutions. She said there are no changes required for the membership form on the website, because it has no dates listed on it.

Kim Lipsey, Immediate Past President and Nominating Committee chairman, said she has added a member to her committee and are working on the slate of officers early this year.

Christina Sullivan of the Awards and Recognition Committee said she has the certificates of appreciation for the officers and will bring them to the next board meeting.

President Hittner reminded the board she has sent the Strategic Plan out. She asked the board to please review and become familiar with it. Board members also need to review the Procedure Manual. She said the next newsletter needs to get out. Committee chairmen should send information to Russ by September 1. She would like to publish biographies of the Members At Large in the newsletter. They should get issues from the membership to present to the board.

President Hittner, Kim and Cheryle will be meeting again regarding MCMLA 2006. A save the date flier for 2006 will be sent to the MCMLA 2004 meeting in Kansas City. Ellen Dickman will be having a baby soon and the board congratulated her. Jackie reminded the board that officers will be needed for a quorum while she is on leave.

Committee chairmen need to submit a budget at the September board meeting. Some money also needs to be budgeted for MCMLA 2006. A vote on the budgets will be taken at the meeting.

The SLML website link to Amazon.com needs to be promoted for Christmas shopping. SLML gets a percentage of all purchases made through our link. Will the MCMLA website be able to take credit cards for registration? Go Daddy, our web host, should accommodate that. Russ thinks the charges will be \$600 per year. We will also need to purchase a secure socket for the transactions. Kansas City does not have online registrations. We will need to see if on-line registrations will be cost effective. There are around 100 attendees for the meeting on average.

Next meeting is set for Tuesday, September 21, 2004. President Hittner adjourned the meeting.