

ST. LOUIS MEDICAL LIBRARIANS
Meeting
November 15, 2005
Minutes

PRESENT: Mary Krieger, Gregg Clark, Georgiana Grant, Jackie Hittner, Kim Lipsey, Russ Monika, Jennifer Plaat, Marysue Schaffer, and Maria Minowitz

Distributed to the board was the meeting agenda and Communication Committee report.

President Mary Krieger called the meeting to order.

An insufficient number of board members were present to have a full board meeting. Minutes from the October board meeting were not approved.

Mary reported a problem in getting stationery for MCMLA 2006. The logo is too pixilated. It will cost almost \$500 for a ream of color MCMLA logo stationery to be printed. It was decided that a template will be sent to MCMLA committee members to use for correspondence. There will not be printed stationery. Some discussion followed about people not having access to color printers, but it was decided that black and white logos would be fine. Russ will send Mary a black and white version of the logo.

Governance Committee had nothing new to date to report.

Membership Committee chair Georgiana Grant reported there are currently 76 SLML members, and three new ones. There may be some more renewals coming in, depending on if payment was by check and if the online registration was completed correctly. She is working to verify transactions with Ellen Dickman. It was an even split between those paying with check and credit card this year. Renewal forms were mailed to retired members.

Russ Monika of the Communications Committee said that the SLML website and list-serv are working and up-to-date. It was most recently updated after the November 3 event. From a technological standpoint, the electronic renewal process is working well, although the shopping cart application is difficult for some. Updates are made automatically to the directory. There was one problem with an American Express transaction. He will explore this issue before next year and check with Ellen to see if the \$600 in net sales includes that sale.

Russ also said the newsletter was published on November 2. He thanked Pat Leembruggen for her help in compiling the newsletter.

Kim Lipsey reported on behalf of Continuing Education & Program Committee chair Reka Kozak. The Holiday Party is set for Thursday, Dec. 22 from 1-4 p.m. A tour of the Farrell Learning and Teaching Center will precede refreshments and a screening of the MCMLA St. Louis promotional slide show.

Jennifer Plaat inquired about the MLA teleconference on patient safety that was presented in the fall. Kim said that the tape would be purchased, and it would be announced on the list-serv when it is available.

An outline of the MCMLA 2006 tentative program was presented by Jennifer. The first full day will be Continuing Education programs.

Day 1 of the meeting: Opening/keynote on the future of libraries, open exhibit and posters at 10:30, exhibitor's luncheon with a local author/speaker, exhibits open again through 2:30, 2:30 panel discussion on disaster response with video and perspectives from the St. Louis police department, a hospital executive, political and moderator. The day will end with hosted dinners.

Day 2 will begin with committee meetings from 7:30 – 8:30 a.m., then the MCMLA business meeting, contributed papers with a hospital and academic track, luncheon with speaker Al Wyman, posters and health fair, Local Area Planning Committee meeting from 4:30 -5:30 p.m. and ending with a Very Fun Dinner Event.

First announcement of the program will go out to the list-serv. Jackie Hittner will post the schedule grid with no names on the MCMLA 2006 website.

Printing of the program is the responsibility of the Program Committee. If some vendors want to sponsor an event they should talk to the chair of the Vendor Committee. The Local Arrangements Committee will determine the pricing of vendor ads and sponsorships. Awards will be given for the best paper and poster. People will need to be selected as judges. Russ asked about sponsors for the MCMLA website and the pricing aspects of this. He will investigate how to do this technically and get an idea of what the charges should be. Kim needs to be informed to send out a letter to the vendors.

Discussion of pricing continued with ads for the program. Jennifer suggested \$250 for full page, \$300 for the back page, \$50 for quarter page and \$100 for half. Local restaurants may also be interested in advertising.

It was determined that honorariums for local speakers should be \$250, if there is no specific fee requested. A budget will be made to determine what we can afford. All MCMLA committees will meet on December 2 at noon at the American Association of Orthodontists. Jackie will be contacting committee chairs so they can notify their members.

The SLML board meeting is cancelled for December. The Holiday Party can be a business meeting if needed. Russ said there was not much participation from the committees in the latest newsletter. Jackie said she thought the newsletter looked good. There should be a "President's Column" in the next one.

There was discussion about a grace period for late SLML memberships. Need to review renewal period in the Procedure Manual to see if there is a grace period. Currently the SLML fiscal year is July through June with memberships running from

September through August. Jackie suggested moving them to a calendar year schedule. Jennifer said it makes more sense to start in the fall since the budget runs July through June. Georgiana said the problem only applied to new members who sign up in May through August. There is some leeway noted in the Procedure Manual, but the written form says membership runs July through June. Gregg Clark suggested putting the grace period in writing on the form. Since there were not enough members for a vote, the grace period issue will come up at the January board meeting.

Russ asked when he should take off membership renewal information from the SLML website main page. Gregg proposed that renewal should be taken all year. Russ will take it off the main page on November 22. Renewals are due by the set date November 15. The date has to be set as a cut-off for getting the print directory out. George will send out a message that renewals are due by November 21 for this year's renewal.

Meeting was adjourned.