

ST. LOUIS MEDICAL LIBRARIANS
BOARD OF DIRECTORS MEETING

August 16, 2005

Minutes

PRESENT: Mary Krieger, Gregg Clark, Liz Delfert, Ellen Dickman, Georgiana Grant, Jackie Hittner, Kim Lipsey, Russ Monika, Jennifer Plaat, and Maria Minowitz

Distributed to the board was the meeting agenda, proposed SLML budget, MCMLA 2006 timeline, 2006 tentative program schedule and 2005 to-do list.

President Mary Krieger called the meeting to order.

Minutes from the May 6, 2005 board meeting were approved.

Russ Monika, Communications Committee, said the online vote for officers happened. Pictures from the June Annual Business Meeting were posted on SLML.org. He is setting up the merchant account for SLML, and will present more details on this process later in the meeting.

Cheryle Cann with the SLML Governance Committee was not present at the meeting, but submitted her report and proposed budget via email. She said the primary activity of the Governance Committee for the coming year will be the revision and approval of the SLML Procedure Manual. She gave a proposed timeline for this as follows:

By November 2005, convene the Governance Committee to review revisions and discuss other items to be covered.

By December 2005, make revisions to appropriate sections of the Procedure Manual as needed.

By March 2006, present these revisions to the Board for approval.

By July 2006, inform the membership of Board approved changes, provide instructions for deletion and insertion of their copies of the Procedure Manual, and for using the SLML Web page version.

Jackie Hittner is in the process of finding two people to serve with her on the Nominating Committee. She wondered about the list of award winners from past years. This information needs to go to Russ to be posted on the website.

Treasurer Ellen Dickman presented the 2005-2006 budget to the board. She thanked Jackie for helping set up a spreadsheet to better track expenses. There is income of \$2000 and expenses of \$5697. The expenses include an up-front approval of up to \$3000 to be spent on MCMLA 2006 preparations. It was decided not to ask MCMLA for \$2000 in advance of the meeting, because it would need to be paid back.

Georgiana pointed out that the approximately \$120 for membership expenses on the budget have been taken care of by Washington University in the past. Russ added that because of on-line credit card membership renewals, most of the printing and postage expenses will not be incurred this year.

Russ then walked the board through the process and costs associated with setting up a merchant account with Go Daddy.com. There is an application fee of \$89, less a 2.59% discount. Per transaction fee is 35 cents, and there is a statement fee of \$20. We will also need a Secure Socket Layer (SSL) Certificate at \$29.95 per year. By setting this up, we will be able to accept credit card payments for membership renewals and registrations for MCMLA 2006. Russ will create an interactive form on the SLML webpage to enter credit card information.

Georgiana said she used to be kept up-to-date on who had renewed via the web. Russ will work with her on the set up to see if information can be updated on-line.

Jackie encouraged everyone to pay their memberships on-line. If someone can't pay on-line, then she suggested getting the information printed off. The renewal form will need to be sent back with the check. The listserv will be reviewed to make sure everyone receives information about the new renewal process. Members not on the listserv will be contacted directly.

Discussion then focused on MCMLA directly. The September board meeting has been changed from Sept. 20 to Sept. 13 to accommodate members who will be leaving for the Salt Lake City meeting. A definitive list of St. Louis attendees will be made to schedule shifts for the MCMLA 2006 booth.

Ellen will be running two sets of books for the next two years to account for MCMLA expenses.

Russ gave the board a preview of the slide show that will be presented at Salt Lake City.

A survey will go out to the SLML listserv soliciting suggestions for CE courses. There will also be a survey of attendees at the Salt Lake meeting. CE courses can generate a lot of income for the meeting. Cathy Sarli is heading up the CE Committee.

Jennifer Plaat reminded everyone about the upcoming photo shoot. This one will split up between the Loop and downtown. Another message will go out to the listserv requesting pictures of members' libraries.

The Missouri item basket for raffle at the Salt Lake meeting will be put together.

Jackie said that beginning in October, something will need to be posted every month inviting people to come to the St. Louis meeting. She said it will be a fun event. The Mayor of Clayton will make a proclamation for the meeting.

A question about institutional memberships was posed – are they still necessary? Georgiana said the issue was discussed last year. They were kept in case they became necessary again in the future. Institutional memberships were used for Philnet when it was operating.

Stationery needs to be ordered for MCMLA.

Mary adjourned the meeting.