

2004-2005 Final Committee Reports

Governance Annual Report 2004/2005

Bylaws Preliminary Action Plan / Timetable

- The Board of Directors and the Membership approved a new Strategic Plan early in the 2002/2003 Organizational Year. In May 2004, the Board and Membership approved the proposed revision of the SLML Bylaws. This revised document has been posted to the SLML website (www.slml.org)
- This has been done.

Procedure Manual Preliminary Action Plan / Timetable

The primary activity of the Governance Committee for 2004/2005 will be the revision and approval of the SLML Procedure Manual.

- By December 2004, request current and previous Board members (elected officers, committee chairs) suggestions for possible changes to the Procedure Manual;

This has been done.

- By March 2005, place a complete and updated paper copy of the 2001 revised Procedure Manual in the SLML Archives. The document is currently available on the SLML Web site

This has been done.

- By April 2005, review and consider 2001/2002; 2002/2003; 2003/2004 committee chairs' suggested revisions of the Procedure Manual;

This has been done.

- By April 2005, make revisions to appropriate sections of the Procedure Manual as needed

This has been done.

- By May 2005, present these revisions to the Board for approval;

Since the Board did not meet in March April and May these revisions have not yet been presented to the full SLML Board of Directors. The Governance Committee will make this presentation in the 2005/2006 Organizational Year.

- By July 2005, 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.

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Since the Board did not meet in March April and May these revisions have not yet been presented to the full SLML Board of Directors. The Governance Committee will make this presentation in the 2005/2006 Organizational Year. Once Board approval has been secured, these changes will be posted for the Membership on the SLML web pages.

An unannounced action of the Governance Committee was the summarized versions of the sections for elected officers was given to the Nominating Committee to use as recruiting information for possible candidates. These will be further refined and presented to the Board for official approval.

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The Recognition and Awards Committee Report 2004-2005

The recognition and awards committee members were: Clara P. McLeod, chair, Barbara Mathieu and Christina Sullivan. The committee presented all awards at the Awards Luncheon on April 28, 2005, which was held in the King Center at the Bernard Becker Medical Library. Awards were given to 15 members who had maintained membership in the society for 5, 10, 15, 20, 25, 30, or 35 years and to retirees. Special award plaques were given for Leadership and Outstanding Service. Carol Murray received the Leadership Award and Erin Ferguson was the recipient of the Outstanding Service Award. All committee members and chairs received award recognition.

The committee contributed an article to the newsletter and reviewed the appropriate sections of the procedural manual, forwarding its comments to the President. The committee solicited and received nominations for the special awards from the membership. Biographic profiles of the Service and Leadership Awardees were prepared and will be forwarded to the Newsletter Editor. A list of the recipients of the Outstanding Service and Leadership Awards was submitted to be placed on the webpage.

Respectfully submitted,

Recognition and Awards Committee,

Clara P. McLeod, Chair

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Archives Committee Report 2004-2005

Martha Riley is resigning as co-chairman due to time conflicts.

Second, Kim Lipsey has offered to do some processing of the SLML Collection. We have a rudimentary inventory started, and Kim will be helping flesh out a more comprehensive collection guide.

Third, the Archives Committee will be preparing a "retention policy" for the various sections of the SLML organization. (This was discussed at the March meeting)

Fourth, for the book process - the Committee will begin to work on a timeline as well as a list of questions so that members may be able to write "self-guided" historical statements or team up and do their own interviews.

Philip Skroska

Chair, Archives Committee

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MCMLA2006 Report

Tasks Accomplished:

1. Three committees have been formed and have been meeting on a regular basis to plan for MCMLA2006. The three committees are:

Exhibitors and vendors
Program and Publicity
Registration and Entertainment

Joint committee meetings were held in October 2004 and May 2005.

2. The catering contract was signed in May 2005 so the hotel contact and the catering contract are signed with the Radisson.
3. At the May 2005 joint committee meeting a meeting grid was established for the 2006 meeting.
4. At the May 2005 SLML board meeting, the board approved that \$1000 can be used by the MCMLA2006 committees for start-up cost for the meeting. All money requests must come through the Local Arrangements Committee.
5. Several MCMLA2006 committee members have seen the meeting space we will use at the Radisson and are very pleased with the space.
6. The Program and Publicity committee has begun planning how we will promote MCMLA2006 at the MCMLA2005 meeting in Utah.

Submitted June 2005

Jackie Hittner, President

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Secretary Report

For the St. Louis Medical Librarians year beginning July 2004 and ending June 2005, I have submitted board minutes from August, September and November 2004 and January, February and May 2005. I also provided a report from the June 2004 Annual Business Meeting and April 2005 Awards Luncheon. Also several miscellaneous correspondence at the request of President Jackie Hittner.

Respectfully submitted,

Maria Minowitz

Secretary

St. Louis Medical Librarians.

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2004-2005 Education and Program Committee Report

Committee Chair: Erin Ferguson

Committee Members: Nancy Bennett, Kim Lipsey, Carol Murray, Ed Walter, Lili Wang

Events

- 10/14/04 MLA Satellite Teleconference Videotape – “The Art and Practice of Electronic Journal, Book, and Database Licenses: Practical Tips for Health Care Organizations”.
Location: Becker Medical Library, Room 601A.
Total Cost: \$375.00
of Attendees: 18
- 10/28/04 “Adobe Acrobat Basics” Class – Attendees learned how to create their own PDF documents and share them with their colleagues and patrons. This class will offered hands-on instruction using Adobe Acrobat 6.0.
Instructor: Russ Monika,
Location: Becker Medical Library, Rm 601B.
Total Cost: \$0
of Attendees: 15
- 11/11/04 Historia Medica Lecture – Sponsored by the Becker Medical Library as part of the history of medicine series. *Nobelists and the Neurosciences at Washington University, 1918-1944*. An Estelle Brodman Lecture, Speaker: Robert G. Frank, Jr., PhD, The David Geffen School of Medicine at UCLA.
Location: Becker Medical Library, King Center
Total Cost: \$0
of Attendees: No need to register
- 12/15/04 SLML Holiday Party – A guided tour of the newly renovated Olin Library, on the Washington University Main Campus, followed by a dessert buffet reception at the historic Whittemore House.
Location: Washington University Main Campus
Total Cost: \$411.75
of Attendees: 32
- 3/9/05 Live MLA Satellite Teleconference - "Partnering for Public Health: Information, Librarians, and the Public Health Workforce". SLML and Becker Medical Library co-hosted this event. Invitations were extended to the local public health groups, public libraries, and hospital libraries. Event included refreshments and discussion.
Location: Becker Medical Library, King Center
Total Cost: Approximately \$300*
of Attendees: 28
- 4/29/05 SLML Awards and Recognition Luncheon – Speaker, awards and lunch. Speaker: Lilla Vekerdy, Rare Books Librarian, Becker Medical Library. Topic: Book Art at Becker: Highlights of the Becker Medical Library Rare Book Collections
Location: Becker Medical Library, King Center
Total Cost: Approximately \$399.45

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6/23/05 # of Attendees: 34
Annual Business Meeting and Luncheon
Location: Matthews Medical Books Headquarters
Total Cost: \$0, (sponsored by Matthews Medical Books)
of Attendees:
* Still waiting to receive final bills.

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Immediate-Past President Report:

The special project assigned to the Immediate-Past President this year was serving on the MCMLA 2006 Local Arrangement Committee . Other activities included:

- Discussed with Philip Skroska, Archives Chair how best to assist with the archiving of the SLML material. Agreed that one way would be to assist with the identification of the content of the material and make it available electronically on the SLML website.
- Worked with the Governance Committee to revise sections of the Procedural Manual.
- Served as the Chair of the Nominating committee, (happy to report that the President -Elect is Joan Miller, **University of Missouri-St. Louis, Ward E. Barnes Library 2005-2006**, and the Member-at-Large is **Greg Clark, St. Louis University-Health Sciences Center Library, 2005-2008**. All of the Chairs and, of course, the President have worked diligently to continue the mission of the organization.

Nominating Committee Report: Kim Lipsey, Chair

Members: Liz Delfert and Neville Prendergast

The Nominating committee solicited names to be considered as candidates for the 2005-2006 President-Elect, spoke with several people about serving as President -elect and Joan Miller accepted the nomination for President-Elect. The committee prepared a ballot for the President-Elect and Member-at-Large positions. Joan Miller and Greg Clark both accepted the nominations for their respective positions. The committee was very excited to have Joan onboard since the Presidency for 2006 will require a very dynamic leader during the MCMLA 2006 meeting. Also, am happy to report that Greg Clark at St. Louis University-Health Sciences Center Library agreed to serve a three year term as member-at-Large. Joan Miller was elected President-Elect and Greg Clark was elected for Member-at-large. Membership participation was acceptable.

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Committee Report for Membership Committee

2004-2005

Submitted May 20, 2005

Georgiana L. Grant

Membership Chair

As of May 20, 2005 SLML has a total of 92, up from 83 last year

Directories for the 2004-2005 year were distributed at the SLML Christmas Party in December. Those that were not picked up at the party were sent out at the end of December.

Throughout the year, new members were sent welcome messages with instructions on how to subscribe to SLML listserv. Introductory emails were sent to all members, with necessary information to update print directories.

New members were added to the Online Directory as they joined. Membership information was updated as needed.

The SLML listserv was monitored for bad email addresses.

Costs related to printing and mailing directories was generously covered by Becker Medical Library.

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Treasurer's Report

July 1, 2004- June 23, 2005

First submission- May 24, 2005 (prior to May 31 statement)

Beginning balance as of May 1, 2004: 7239.67

Income:

Membership:	\$1215.00	(last year \$1225.00)
Amazon.com disbursement	\$ 105.49	

Income as of May 24, 2005= \$1320.49

Expenses: Communications (Go Daddy):	\$109.45
Bank fee	\$ 21.00 *
MCMLA planning	\$321.60
(lunch planning \$75.05 & stationery \$246.55)	
Education/Program:	\$786.75
(Holiday Party \$411.75 & MLA teleconference \$375.00)	
Awards:	\$ 33.40
(final expenses for 6/04 award luncheon)	
Governance	\$ 50.00
(gavel)	

Expenses as of May 24, 2005 = \$1322.20

Ending balance as of May 1, 2005 - \$7,237.96

* includes \$15.00 debit for bounced membership check)

CD's : \$5,000 term 9 months (renewed 1/12/05) \$5621.43
\$1,000 term 6 months (renewed 1/13/05) \$1098.26

NET WORTH: \$13,957.65

Accomplished:

Additional signatures for accounts when Treasurer is unavailable
(President and President-Elect)

Unresolved and to be discussed 2005:

- Replace check deposit stamp to replace warped stamp
- Go Daddy payments
(increased payments with online payments for MCMLA)
- Cashing in CD's for MCMLA? (renewal 10/05 & 7/06 and 7/05; 1/06; 7/06)

Reconfigured income/ expenses/ net worth based on May 1, 2005- Aug. 1,2005

Deposit May 24, 2005 \$ 80.00
(MEMBERSHIP INCOME TOTAL \$1295.00)

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TOTAL INCOME \$1400.49

Expenses:

MCMLA planning	\$ 31.68
Awards luncheon	\$597.47
Go Daddy May, June	\$ 19.90
Spring teleconference estimate	\$300.00
Additional expenses May, June total	\$949.05
TOTAL EXPENSES	=2271.25

Ending checking account balance (estimate) July 1, 2005 \$6367.20

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Communications Committee Report

List of Members:

Liz Delfert
Pat Leembruggen
Ruth Lewis
Russ Monika, Chair

Activities and Accomplishments

We added content to and maintained the SLML Web site throughout the year. This included:

- A news area on the main page of the site.
- Creating pages, including image galleries, for each event as needed.
- Meeting minutes were added to the site.
- Worked closely with the CE and Program Committee to keep the membership up-to-date with events.
- Leadership and Outstanding Service Award criteria and past recipients have been placed on the web site.
- Board member and committee chairs were given “slml.org” email addresses so they don’t have to use their own to communicate with members.

We maintained the SLML-L listserv.

The Newsletter was published in September 2004 and March 2005. Links to other regional newsletters were also created.

For the second year, online voting will be used for the election of Officers.

All of the committee members assisted with web page creation.

Goals and Timetables:

Most of the Committees goals and timetables are ongoing. We kept the web site and listserv up and running all year. We did all activities we were requested to do. We came up with several activities and projects on our own that enhanced or improved the organization’s communications.

Respectively Submitted,

Russ Monika, Chair