

# Communications Committee Report 2006/2007

## List of Members:

Russ Monika, Chair

## Activities and Accomplishments

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

### New

- An event calendar was created to replace the existing calendar. The new calendar was created through the Google Calendar service.
- A Customized Search Engine was created for the SLML web site. This search engine uses the Google CSE application.
- Pages were created to enable the Membership Chair to manage the Membership Directory.
- Created and maintained the MCMLA 2006 web site, including the Meeting Registration application.
- Maintained the Merchant Account information for the meeting.
- Cancelled the Merchant Account with GoDaddy.

### Ongoing

- Creating pages, including image galleries, for each event as needed.
- Meeting minutes were added to the site.
- With the assistance of the Membership Chair, an up-to-date membership directory was maintained.
- Worked closely with the CE and Program Committee to keep the membership up-to-date with events.
- Links to other regional newsletters were maintained.
- Online voting is being used for the election of Officers.

We maintained the SLML-L listserv.

## Site Information

- 1,845 files, 898 of which are HTML files
- 9,313 links, 2,048 of which are links to external sites

## 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.

Communications Committee Report  
2006/2007

Respectively Submitted,

Russ Monika, Chair

## **Annual Report of the Nominating Committee**

**SLML 2006-2007**

**Members: Mary Krieger, Holly Hubenschmidt**

The committee sent out two emails to membership asking for volunteers or nominations by April 15, 2007 for the positions of President-Elect, Secretary, Treasurer, and Member-At-Large. The names of four SLML members were put forward as potential candidates, and these four individuals were contacted. They all agreed to accept the nomination.

Russ Monika created an online ballot and the election was open from May 7 to May 25, 2007. Two emails were sent to the listserv to remind members to vote. Results will be announced at the June business meeting and the elected officers are as follows:

Nora Wikoff—President-Elect  
Secretary—Susan Fowler  
Treasurer—Donghua Tao  
Member-At-Large—Jennifer Plaat

Respectfully submitted,

Mary Krieger, Nominating Committee Chair  
June 7, 2007

## **Annual Report of the Immediate Past President**

**SLML 2006-2007**

The primary activity for the Immediate Past President was chairing the MCMLA Vendors and Exhibits Committee for the October 2006 meeting in St. Louis. Our committee recruited 24 vendors, booked the decorator, administered the vendor contracts, managed the sponsors' donations, and created signage for all events. A special thanks is extended to all of the committee members for their time and hard work: Kim Lipsey, Liz Delfert, Marysue Schaffer, Carol Murray, and Gregg Clark.

The Immediate Past President also served as Chair of the Nominating Committee and solicited nominations for four positions on the 2007-08 Board: President-Elect, Secretary, Treasurer, and Member-At-Large.

Respectfully submitted,

Mary Krieger

Immediate Past President  
June 7, 2007

## **St. Louis Medical Librarians**

### **Report for 2007**

#### **Membership Committee**

1. SLML web content for membership information was revised and submitted to the Webmaster. New content includes information specifically geared towards new members, benefits of membership, and a form for renewals and new members.
2. New membership database created in Excel—existing database via GoDaddy is not user-friendly. New database allows for tracking of retired and deceased members. Both databases are currently being maintained.
3. There are seven new members for the year 2006-2007.

Sandra Decker  
Deborah Bowers  
Jill Bright  
Susan Fowler  
Karen Davis  
Gina Stikes  
Kristi Holmes

4. All members are subscribed to the SLML listserv.
5. Membership year was revised to reflect a calendar year instead of September to August. Payment will be made by check only and sent to the Membership Chair along with a form that can be completed online and printed out. Membership Chair will forward payments to the Treasurer. Credit card payments will not be accepted. Renewals will be sent out in October and those who do not renew by 31 December are considered as not interested in renewing. For new members, the year they sign up for is the year they joined SLML.
6. Membership Chair will inform the SLML President of new members. The President will send a welcome email to new members and offer to assign a mentor for the year.

May 17, 2007

To: Joan Miller, President

Renee Gorrell, President Elect

From: Cheryle Cann, Governance Committee, Chair

Subject: Governance Annual Report 2006/2007

**Bylaws:**

- A typographical error in one section of the Bylaws has been corrected.

**Procedure Manual:**

The primary activity of the Governance Committee for 2006/2007 was to be the revision and approval of the SLML Procedure Manual.

However, no further action or revisions were made during 2006/2007. Time and attention were directed to our planning and activities in preparation for SLML hosting MCMLA 2006.

Amended Timeline and Action Plan:

- By December 2007, convene the Governance Committee to review revisions and discuss other items to be covered.
- By January 2008, make revisions to appropriate sections of the Procedure Manual as needed;
- By March 2008, present these revisions to the Board for approval;
- By July 2008, 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.

cc: Joan Miller, President  
enee Gorrell, President Elect

May 18, 2007

To: SLML President, Joan Miller, and President Elect, Renee Gorrell

From: Nora Wikoff, Chair of the Continuing Education and Programs Committee

Subject: Written Annual Report of 2006/2007 Continuing Education and Program  
Committee Activities

The 2006/2007 Continuing Education and Programs Committee included:

Assako Holyoke, Chair

Lili Wang, Chair

Nora Wikoff, Chair

Dean Cody

The Programs Committee planned six programs and completed four as of May 18, 2007. The fifth program is scheduled for June 21, 2007, and the sixth is ongoing and will be completed by the end of the year. The programs planned and completed are as follows:

**December 1, 2006:** Moving at the Speed of Byte: Emerging Technologies for Information Management, an MLA's Educational Webcast. This was intended to be held at the Bernard Becker Library, but bad weather necessitated desktop delivery of the program. Twenty viewed the Webcast, which cost the St. Louis Medical Librarians \$370.00.

**December 15, 2006:** SLML Holiday Party, held at the St. Louis Art Museum. A luncheon at the Wolfgang Puck restaurant was followed by tours of the museum and the library, provided by docents and SLAM Head Librarian Marianne Cavanaugh. Thirty-one members and two non-members attended the luncheon and tours. Members paid \$10.00 to attend, while non-members paid \$22.00, and SLML subsidized the rest. The cost in full was \$961.64.

**March 22, 2007:** Measuring Your Impact: Using Evaluation to Demonstrate Value, by Betsy Kelly and Barb Jones. This class was held at the Bernard Becker Library. There was no charge for the course, but snacks were provided to the attendees, and the teachers received \$100 gift cards. The cost for food and refreshments was \$21.35, bring the total cost to \$221.35.

**April 19, 2007:** Survival of the Fittest: Strategies to Prove Your Library's Value, an MLA Educational Webcast. This course was offered to members at their desktop. Thirty-five members viewed the webcast. The cost was \$375.00.

**May 7, 2007:** Cheryle Cann led a discussion group for SLML librarians interested in pursuing AHIP membership. Ten members attended the event hosted by Webster University's Emerson Library.

**May 2007:** A discussion group was formed to discuss current medical articles and gain AHIP credit. The group, comprised of nine SLML members, will meet electronically for the most part. MLA charges \$50.00 for groups under ten individuals. This cost will be submitted to the Treasurer once the readings are approved by MLA.

**June 21, 2007:** Annual Business Meeting and Awards Ceremony. This meeting will be held at Matthews Medical Books, and Matthews is sponsoring the luncheon. Over twenty members have already stated that they will attend.

Respectfully submitted,

Nora Wikoff, Chair, St. Louis Medical Librarians, Programs Committee

May 18, 2007

To: President Joan Miller and President-Elect Renee Gorrell

From: Secretary Maria Minowitz

RE: Annual report of the secretary of St. Louis Medical Librarians for 2006-2007

During the past term I have recorded the minutes of the July, August, September, November 2006, and January 2007 SLML Board of Directors meetings. Cheryl Cann graciously recorded and submitted minutes for the February 2007 meeting that I was unable to attend. I also recorded minutes from the June 2006 Annual Business Meeting. Minutes have been approved by the SLML board. All minutes have been forwarded to the Communications Chair to be posted to the SLML website.

Official correspondence for the year included thank you letters to Matthews Medical Books and Lynn Kerkemeyer of the Missouri Botanical Garden for the Annual Business meeting. Notes of condolence were sent on behalf of SLML to the families of Kathy Ray and Lucille Dykas.

Respectfully submitted,

Maria Minowitz  
Secretary, St. Louis Medical Librarians