St. Louis Medical Librarian's Board Meeting

Jan. 17, 2013 Minutes

Prepared and submitted by Marysue Schaffer

Present:  Assako Holyoke (President), Cheryle Cann (Chair, Governance Committee), Marysue Schaffer (Immediate Past President), Mary Krieger (Member at Large), Dennis Elicieri (Treasurer); also, via phone conference call, Jennifer Plaat and Jackie Hittner (2011 MCMLA Special Speaker Program Committee). Absent: Secretary Barb Mathieu due to jury duty, President-Elect Maria Minowitz due to family illness, and Member at Large Jill Bright due to other obligations.

1.  Minutes from the last Board meeting (Sept. 19, 2012) were approved after several very minor changes were made.

2.  Jennifer and Jackie reported on the activity of the Special Educational Program Committee (Holly Hubenschmidt is also on the committee but was not able to participate in today's meeting).  The committee has arranged for Dr. Michael Stephens to present a talk on the Hyperlinked Library. Dr. Stephens is an Assistant Professor at the San Jose State University, School of Library & Information Science.  The talk will be presented on Friday, October 11, 2013 at the Webster University Library Conference Room.  This falls during an academic break so parking will be available. The conference room has been booked from 11:30am – 4:30pm and has a capacity of about 100 people.

    The speaker was chosen because his topic is relevant to a broad group of librarians (note: for that reason, this event will not qualify for MLA CE credit).  His fees fall within the committee's budget and the booking schedule has already been confirmed.  The Board agrees that this event should be widely marketed to non-medical librarians and anyone else who is interested, including those from beyond the immediate St. Louis Metro area.  It will be free to current SLML members and to those who were members in 2011 when the funds were generated through the efforts of that year's members in hosting MCMLA.  The committee will meet again soon to finalize details.  Tentatively, any non-SLML members will be charged $25 except students will only be charged $10.

3.  Treasurer's report:  $7,993.47 balance as of today.  There are still some renewals where the funds have not yet been collected.  Of the 53 renewing members, the money for 44 of them is already here.  The winter party was considered a great success and cost about $415. Also, we will give SLA $28 (half of the $56.83 total) for the shared event in November of 2012.

4.  Committee reports

    a.  CE/Program committee report – upcoming events:

1) Charles Croissant will be presenting RDA cataloging changes, Feb. 5 at SLU.  He has asked and we have agreed that this be made free to all; our only cost will be very minor, for refreshments.
2) MLA webcast on March 13 will cost about $400 plus refreshments.  It will be held in the Washington University Medical Center, the Farrell Learning and Teaching Center, rooms 213A & B.  The rooms are booked from 12:30 until 3:00 which allows 30 minutes both before and after the actual webcast for socializing and discussion.
3) Nothing planned for April (Awards will have their event) or May (MLA annual meeting)
4) June – annual SLML Business Meeting hosted by Mathews Medical Books

b.  Archives committee – no activity to report.

c.  Communication Committee –  Betsy Kelly has added a link from the current website to the files that Christina John, UIUC student, gave at the end of the semester project.  We hope members will view it and let us know what they want us to use.  Visually it is certainly an improvement. Other activity was keeping the website calendar current (Jill Bright) and multiple announcements of congratulations or condolences in response to members' personal news.

d.  Nominating committee – Marysue will ask the general membership for volunteers to serve on the committee, to nominate people and to consider self-nomination.  Positions to be filled are President-Elect, Treasurer, and Member at Large (since Mary Krieger is just filling Will Olmstadt's term this year).

e.  Governance committee – much progress has been made.  The Board discussed further changes to several of the positions later in this meeting, and decided to circulate one more set of all the positions incorporating the latest changes and then approve it as a whole document rather than each position separately.  The wording of "strategic plan" that recurs will be changed to "annual plan" to clarify that the Board designs and directs SLML activities for that given year but due to constantly changing officers and circumstances it is not realistic to project future actions.

f.  Awards Committee -- will have their annual event in April.  Jennifer requests $600 but hopes to keep the final cost below $500, using Maria's suggestions for affordable plaques and getting table supplies from the dollar store.  Final cost will depend on how many awards are given out.  They are still looking for a local speaker and hope to keep speaker fees at $50.

5. Event fees – the Board discussed different types of events.  This should be put into the Procedure Manual for the Program/CE committee section.

a)  Low cost = refreshments, gift card to non-member speaker of $50-$100

b) CE MLA webcast = fees about $400, with refreshments can approach $500.  The Board agreed to continue charging members and students $10 and $20 for non-student non-members.

c) Programs and parties with more substantial food (e.g., the Winter Party, Awards program) will be free to members but non-members will be charged market value for food/refreshments.

d) Local non-member speaker fees/honorarium of $100 should be adequate.  For those who don't ask for a fee, a gift card of $50 to $100 may be appropriate.  SLML members should offer their expertise without financial compensation as a professional courtesy to the other members.

6. New Business:

a) Assako suggested that the website include terms on the Board members so that we can remember when terms expire; everyone agreed this was a good idea.

b) We need to remind members at all spring events to look at and comment on the student website redesign.  At the annual meeting, we'll sum up and discuss what elements to incorporate into the actual site for the next fiscal year.