

PNC/MLA Board Meeting, April 6, 2006

Start Time: 9:00am

End Time: 5:50pm

Members Present:

Lea Starr, Chair

Kathy Martin, Past Chair (“Kathy Ma” for the minutes)

Cheryl Goodwin, Chair-elect

Nanette Welton, Treasurer

Liisa Rogers, Recording Secretary

Anne Girling, Membership Secretary

Dolores Judkins, Chapter Council Representative

Kathy Murray, Publications Committee, Conference Planning (“Kathy Mu” for the minutes)

Executive Board Reports and Related Issues

Subject	Discussion	Follow-Up/Action	Responsibility
<p>10/14/05 meeting minutes</p> <p>Business Arising from 10/14/05 minutes</p>	<p>10/14/05 meeting minutes approved as amended</p> <p>Annual Report</p> <p>SurveyMonkey</p> <p>Responsibility Manual</p> <p>Continuing Education Scholarship form</p>	<p>Lea will write the Annual Report for MLA and an update for the website</p> <p>Guidelines for use of Survey Monkey will be obtained by Dolores from Heidi Sue for Kathy Mu for the website</p> <p>There's a error in the MLA nominating person's description, under "purpose" Consortial purchasing and Mentoring committee need descriptions in the Responsibility Manual</p> <p>Needs to convey the expectation to applicants that other funds should be also be sought. MLA CE scholarship will not pay complete costs</p>	<p>Kathy Ma will send a draft to Lea, Lea will complete the report</p> <p>Dolores and Kathy Mu</p> <p>Kathy Ma will fix</p> <p>Dolores and Cheryl – Kathy Ma will remind</p> <p>Kathy Mu will update</p>

<p>Treasurer's Report Nanette Welton</p>	<p>Nanette has opened an account at Wells Fargo Bank so that the funds are more accessible for the transition between treasurers. Wells Fargo is the bank that is located in most states.</p> <p>Nanette reported that there is \$28,727.88 in the account as of 4/6/06</p> <p>Discussion about investing in more CDs was held</p> <p>The committee agreed to raise the current mileage reimbursement rate to \$.445. This is aligned with the current rate for most universities in the region.</p> <p>Discussion about need for deadline for final report and funds from annual meeting</p>	<p>Nanette will clarify with Heidi Sue our income from the Oct 2005 meeting as compared to current balance</p> <p>Should be re-assessed annually, based existing university standards</p> <p>Kathy Mu will update conference planning manual</p>	<p>Nanette</p> <p>Nanette</p> <p>Treasurer</p> <p>Kathy Mu</p>
<p>Membership Committee Report Anne Girling</p>	<p>Membership Committee Report submitted by Anne</p> <p>Current membership: 124</p> <p>Early registration prizes were a successful tool in getting registrations in.</p> <p>Discussion re: targeting biotech companies for membership, especially in WA state. They may have SLA membership</p>	<p>Will contact RML, Deborah Buck (new biotech member), Mark Minnie at UW, and UW SLA group for ideas re: reaching out to potential members</p>	<p>Anne</p> <p>Anne</p>

	<p>Anne shared an updated member registration form that reflects the new categories (individual, institutional, student, honorary lifetime, emeritus, and non-working)</p> <p>Discussion of the Lending Library (currently housed and managed by the RML, but previously managed by PNC). It is still listed on the PNC membership form as a benefit of PNC.</p> <p>Honorary Lifetime membership qualifications were discussed.</p>	<p>Need to clarify with the RML what the relationship/role is r/t this resource Board will donate \$250/year to the RML in order to support the library</p> <p>We will update the membership form to have a link to the Lending Library, as well as have a link from the PNC website We will add a link for PNC members to suggest new items for the library</p> <p>Anne will look at CHLA-ABSC guidelines for this role, incorporate our discussion and come up with a proposed list of qualifications</p>	<p>We will discuss with PNC CE Coordinator/RML representative Maryanne Blake 4/7/06 – see below in Pr Dev</p> <p>Kathy Mu</p> <p>Kathy Mu</p> <p>Anne</p>
<p>Committee Reports</p> <p>Consortial Purchase Committee Cheryl Goodwin</p>	<p>Lea hasn't received reports yet. She will request proposals for this year's work from the chairs.</p> <p>CINAHL and Books@Ovid are still in place and going well through Dec of 2007. Blackwell titles on OVID is in progress from</p>	<p>Lea will request proposals from the chairs</p> <p>Cheryl</p>	<p>Lea will have them sent to Kathy Mu</p>

	<p>Christian. Currently Kevin Lacey at Ebsco is talking with Cheryl about Health Business Fulltext, CINAHL Plus, CINAHL Fulltext, and CINAHL Plus Fulltext. Free Trials are in progress.</p> <p>Discussion of the benefits of the journals included and the Ebsco embargoes followed</p> <p>Need for list of titles on the PNC website</p> <p>DynaMed discussed. It's a point of care tool that's more concise, with bulleted points (as compared to UpToDate; possibly more similar to InfoPOEMS), and has been well received by residents at Swedish</p> <p>Kathy Mu said R2 (Rittenhouse) Library is gaining momentum at her library</p> <p>Cheryl needs committee members as a few have dropped off. Do we want to pay someone to do this work? Negotiating skills are needed for this role</p> <p>Note: Those who want to participate in group purchase options must be institutional members.</p>	<p>Kathy Ma will be on the committee. Suggestions for committee members were provided. Also thought it would be useful for someone to develop a class on negotiating possibly for the next PNC meeting. Cheryl will track her time & add information to the website re: the role. She will bring back recommendations to the Fall 2006 meeting.</p>	<p>Kathy Mu</p> <p>Lea and Cheryl</p> <p>Cheryl</p>
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<p>Bylaws Committee Jan Schuller</p>	<p>Written report and revisions proposed circulated by Jan. Report accepted as submitted.</p> <p>Honorary vs Lifetime membership was discussed. The October 14, 2005 minutes are correct in stating that we will have an “Honorary Lifetime Membership” not separate Honorary and Lifetime memberships.</p> <p>Student memberships will be limited, as discussed in email between board members, to “must be currently enrolled in a Library, Information Science or Informatics degree program”.</p> <p>Emeritus and Non-working are 2 separate new categories, as approved at the Oct 2005 business meeting.</p> <p>Institutional vs Individual memberships were discussed in light of the costs, benefits, who is paying, etc.</p>	<p>Jan incorporated the suggested changes to her proposed bylaws and returned the draft to the Friday meeting.</p> <p>Jan made the changes to her proposed bylaws and returned the draft to our Friday meeting.</p> <p>Lea will communicate the changes from Friday’s meeting to Jan.</p> <p>Lea suggests that PNC develop list of costs for the consortial agreement work to justify the institutional membership</p>	<p>Jan</p> <p>Jan</p> <p>Lea</p>
<p>Professional Development Maryanne Blake</p>	<p>Maryanne will send her report to Liisa. She has a committee with members from all 4 chapters. They sent a survey to all chapters. They will have 7 CE classes total at the 2006 Western MLA Joint Chapters Meeting. They have 3 confirmed: “measuring your impact”, “evidence-based nursing”, “evidence-based CAM”. 3 are tentative: “intro to</p>	<p>As classes are confirmed, Maryanne will submit them to the website.</p>	<p>Maryanne, Kathy Mu</p>

<p>Mentoring/recruitment Dolores Judkins</p>	<p>medical/healthcare informatics for medical librarians” (8 hours), and “evidence based medicine” (8 hours), “geeks bearing gifts”, and “a new role for medical librarians: teaching the publication process” (4 hours). Another possibility: “licensing electronic resources”.</p> <p>Maryanne needs a replacement as chair of the committee as she will be going to half time at the RML.</p> <p>Other discussion:</p> <p>Negotiating contracts class was suggested, from today’s meeting, as well as appreciative inquiry.</p> <p>Can WMLA attend PNC meetings at the PNC member price?</p> <p>The Lending Library at RML: Re: PNC contributing \$250 to the library, Maryanne said the RML prefers that PNC purchase the products first, then give them to the RML to manage and loan. The Professional Development Committee Chair from PNC will receive the requests from PNC members and be the liaison with the RML.</p> <p>Maryanne will submit her Prof Dev Committee goals for the year by the end of the month.</p> <p>Dolores reported on her progress toward a website for both mentors and mentees, for practicum experiences and so forth.</p>	<p>She will begin talking with potential successors.</p> <p>The Professional Development Committee Chair part of the PNC Responsibility Manual will be updated to add this task.</p> <p>By the end of the month the website will be complete</p>	<p>Maryanne</p> <p>Kathy Ma</p> <p>Maryanne</p> <p>Dolores</p>
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Nominating Committee Ideas Anne Girling	Names for upcoming open officer positions were discussed.	Kathy Ma will contact the people to explore their interest	Kathy Ma
Responsibility and Procedures Manuals	Discussion was held regarding the need for better orientation of new board members	The responsibility and/or procedure manuals should include forms, tips and a list of what should be sent to the archivist and/or secretary.	Kathy Ma?
Publications/Newsletter/Website Kathy Murray	<p>The URL never changes no matter where you click on the website.</p> <p>SurveyMonkey: The information about this resource needs to be consolidated within the website.</p> <p>Where to put the Lending Library Link</p> <p>Committee page will be updated with names and current activity information. We will not go back in time to retrieve old meeting minutes and such for posting on the website.</p> <p>Regarding the committees page, we need to add to the Responsibility Manual for all committees and positions the task of reviewing the MAP to be more informed of their role.</p> <p>General suggestions about the website design were discussed. The “Map” link will be</p>	<p>The real URL for each page will be added to each page. Or if you hold the shift down when clicking on a link it will open the page in a new browser.</p> <p>Leilani will consolidate it.</p> <p>It will be the last item under “Programs, Services and Activities”</p> <p>Will add MAP review to the Responsibility Manual</p>	<p>Kathy Mu and Leilani St. Anna</p> <p>Leilani</p> <p>Leilani</p> <p>Leilani, Kathy Mu, Committee Chairs</p> <p>Kathy Ma</p>

	<p>changed to “The MAP” for greater accuracy.</p> <p>Blog: WordPress is being investigated as a possible resource. The idea is to take the place of the NW Notes (newsletter) as a forum specific to PNC members (H-Lib NW listserv is not for PNC members only), in addition to adding new features/options for member participation.</p>	<p>We will try it and see how it works. The chairs will each promote it by posting.</p>	<p>Kathy Mu and Chairs</p>
PNC Meeting Updates			
<p>Program 2005 Wrap-Up Dolores Judkins</p>	<p>Profit of \$9836 was made; however not all final bills have been paid. Check for \$9000 will be sent to PNC. CE classes were very popular. Survey results: almost 66% took CE classes, some even 2 or 3 classes.</p>	<p>Dolores has the full SurveyMonkey results.</p> <p>Final report will be submitted later.</p>	<p>Ann Von Sagen and/or Ann Haines</p>
	<p>Discussion was held re: what rate non-PNC MLA members pay for PNC conferences if they are members of another regional organization.</p>	<p>Need clarification from other west coast chapter chairs re: whether this is a reciprocal agreement.</p>	<p>Lea</p>
<p>Program 2006 - Western Chapters Lisa Oberg</p>	<p>Lisa reviewed the current program schedule, publicity announcement, and contact list.</p>	<p>Dolores will share the SurveyMonkey results and template from last year’s meeting.</p>	<p>Dolores</p>
	<p>A tour of the new downtown Seattle Public Library will be arranged.</p>	<p>Final report and funds transfer are due to PNC by January 2007.</p>	<p>Lisa</p>
	<p>The PNC Board Meeting will be held on Friday 10/13/06.</p>	<p>The PNC meeting planning committee will book a room for the</p>	<p>Lisa et. al.</p>

		board meeting.	
2007 meeting Cheryl Goodwin	Conference will be held at MSU Billings Downtown Conference Facility Sept 28- Oct 2 2007. Technology needs will be met. Sheraton Hotel downtown will host the rooms and is centrally located. Theme: “Boot up under the big sky: libraries, computers and the west”.	Heidi Sue Adams and Tori Koch are working on it. Contract from MSU will be sent to Kathy Mu Suggest that Heidi Sue and Tori get plugged into conference calls for the 2006 meeting. Survey results for 2005 meeting will be sent	Program committee for 2007 meeting Lea Dolores
2009 meeting Lea Starr	Vancouver BC folks have tentatively agreed to host the meeting. There will be a winter (Jan/Feb) meeting hosted by So. California/AZ chapter. No meeting is scheduled for 2008 – perhaps CE only		
Old Business			
Logo Kathy Martin	Kathy sent a prototype out 3/2/06 graphics students at PSU in Portland, but has not heard back. July 31 st 2006 is the deadline. \$250 prize is still in effect. Kathy Mu clarified that we are not looking for a whole new logo, but just one for the L sidebar of the website, one that would blend the unique US/CN feature of our chapter. New York State has one (UNYOC).	Kathy Ma will follow up.	Kathy Ma
Chapter Council Dolores Judkins	No formal report this time. Discussion followed re: how to make the Sharing Roundtables more satisfying re: the cost and other factors. Blogs that continue the discussion after the meeting	Dolores will take this feedback back to MLA.	Dolores

	might be a good idea.		
New Business			
Scholarship funds	Lea is working on a way to honor Bill Fraser, long term PNC board member and honorary member who recently died. Kathy Mu worked on his oral history and will post it on the PNC website	We found a pdf document on the web that outlined a scholarship fund that was started in upon his retirement. A \$1000 award is given per year to a selected SLAIS student (library school in BC). We will donate \$250. Kathy Mu will also write an explanation of why he is so important to our chapter on the new blog	Lea Kathy Mu
Meeting organizer Kathy Martin	Kathy knows of a meeting organizer/coordinator who offers to help with the non-content logistics such as the hotel contracting, etc. "Group to Go". Jill Berkowitz is her name	Kathy will find out more about the services offered and get back to us.	Kathy Ma
Templates of letters for chair to write Kathy Martin	Letter templates for chair correspondence would be useful.	Kathy will work on a CD that compiles these	Kathy Ma
MAP Review All	A word copy of the webpage was made and changes were inserted as we reviewed it.	Revised version will be posted to the website.	Kathy Mu

Thursday's meeting ended at 5:50pm. We reconvened Friday 4/7/06 at 9am and adjourned at 3:50pm. We revised the MAP during that period (so there are no additional minutes for that day). Liisa will email the minutes, a cell phone list, and 2 versions of the MAP in progress to the Board Members. We agreed to meet at MLA to finish the MAP revisions.