

PNC/MLA Board Meeting, September 28, 2007- FINAL

Start Time: 8:00am		End Time: 4:15pm	
Members Present:			
Heidi Sue Adams, Chair Gail Kouame, Chair-Elect Liisa Rogers, Recording Secretary Susan Barnes, Membership Secretary Dolores Judkins, Chapter Council Representative Kim Granath, Chapter Council Representative Alternate Kathy Murray, Publications Committee, Conference Planning			
MINUTES			
Subject	Discussion	Follow-Up/Action	Responsibility
3/23/07 Spring Board Meeting Minutes	Not completed responsibility items were identified – see revised minutes for notes (red, arial font).	Board Members know which items they will follow up on.	Board Members
Business Arising from Spring 2007 Minutes	See red, arial font on separate document entitled PNCBdMar_23_07 Minutes_w9_28_07 updates.doc		

EXECUTIVE BOARD REPORTS AND RELATED ISSUES			
Subject	Discussion	Follow-Up/Action	Responsibility
Treasurer's Report Nanette submitted her report via email Other treasurer items:	See Treasurer's Report and Board Presentation of Current Finances Budget: Projected Bank Total = \$38,726.76; Total Assets = \$45,328.90 -Question – What hourly rate is on the contract for Group Purchasing Coordinator -Discussion re: adding to the procedure manual that the board would like to see encumbered costs as part of the general treasurer's report , and that a standard form be created for the report. -The income estimate for this conference is a bit high. Typically we estimate \$2500, especially for smaller meetings. -Need for more specifics on Board Presentation of Current Finances. -Director & Officer's (D & O) Insurance – whether to purchase. See "Professional Insurance" report from Ray Naegle from MLA.	 Gail will check with Nanette regarding the signed contract. Heidi Sue will mention to Judith Heidi Sue will mention at the Business Meeting Heidi Sue will mention to Judith Discussed and moved by Dolores, seconded by Susan that we not purchase the D & O Insurance. Unanimous vote of 7-0 of board members approved this decision. This should be added to responsibility manual that the treasurer will bring it up for a vote each year, until MLA's exploration of coverage is known.	 Gail Heidi Sue Heidi Sue Heidi Sue Heidi Sue & Judith

EXECUTIVE BOARD REPORTS AND RELATED ISSUES, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
Treasurer's Report, continued	<p>-Treasurer should investigate other investment options (e.g. more CDs) if our budget balance remains high. Suggested investment parameters should be developed to guide the treasurer.</p> <p>-Treasurer-elect position. If we make the job more streamlined by updating the procedure manual & procedures list and having a standard form, this may not be necessary.</p>	<p>Judith will investigate options and have a proposal for the Spring 2008 meeting.</p> <p>Heidi Sue will work on the responsibility manual. Past treasurers can also be a resource.</p>	<p>Gail will speak with Judith about this.</p> <p>Heidi Sue will work with past treasurers on procedures. Susan will speak with Jan S re: not changing the bylaws at this point.</p>
Membership Committee Susan Barnes	<p>Membership Report (see report): Total as of (9/25/07) = 165 123 regular + 42 institutional members</p> <p>-Updated "New member registration and membership renewal form" proposed for 2008. Modified per board suggestions.</p>	<p>Susan will give her report at the Business Meeting and it will be posted on the website.</p> <p>Susan will implement new/modified form and do the membership drive complete with prizes for early renewal. Prizes can be won by individual or institutional representatives (all renewals will be counted in one pool.)</p>	<p>Susan</p> <p>Susan</p>

<p>Program 2007 Kathy Murray</p>	<p>-55 participants plus 18 vendors; -Ample door prizes donated by vendors & organizations; and even some sponsorships from organizations who are not attending (e.g. NEJM); -CE classes have solid lists of participants; -Discussion was held re: how speakers were chosen, and what activities vendors are sponsoring; -Evaluation will be done by Survey Monkey after the meeting. Heidi Sue suggested providing a gift to the program committee members.</p> <p>Discussion was held re: the challenges of planning this meeting and ideas were circulated re: how to make future meeting planning go smoother.</p>	<p>Decided that PNC board will sponsor a very special prize for a name tag drawing at the end of the conference.</p> <p>We decided to add this to the procedure manual and to begin a routine of providing a gift of no more than \$10 to each program committee member.</p>	<p>Kathy</p> <p>Heidi Sue</p>
<p>Chapter Council Report Dolores Judkins Kim Granath</p>	<p>-List of upcoming MLA conferences is posted on the blog. -MedLib-L has moved to VT (UVM) -There are chapter guidelines for meeting planning on the MLA chapter website & chapters can share their tools. -"Groups To Go" meeting planner has been used for booking hotels only. -Majors award history has been completed by Dolores and she will develop a webpage for each project. -Digitizing of the MLA archives is in progress, and chapters might consider doing so also. -Mid-Continental does online registration and we could contact them if we're interested in learning how to do it. -AHIP membership is down from last year. CE credit for non-MLA courses, electronic submission of application,</p>	<p>Report will be submitted to Liisa</p> <p>We will look into online registration tools ("Acteva" in particular) and ask other chapters if they are using them.</p>	<p>Kim & Dolores</p> <p>Kathy and Kim</p>

reduced fees & reorganization of points index are proposed. Each chapter will get a survey this summer.

- Chapter annual meetings should be planned early to get MLA officers scheduled early.
- Silver anniversaries for chapter & section council were in 2006.
- Roundtables report. Whether attendees should pay is still being discussed.
- Kim is on Majors Jury Award committee (as chair).
- New MLA website is running and comments are welcome. The awkward member password system has been identified & members are encouraged to email MLA about this.
- MLA wants to know what chapters have blogs, wikis & RSS feeds.

Kim and Heidi Sue will respond.

Kim & Heidi Sue.

NEW BUSINESS			
Subject	Discussion	Follow-Up/Action	Responsibility
Business Meeting Plan	<p>The idea of having a report from each state was discussed. Some board members will give state reports at the meeting on 10/1/07, during "New Business".</p> <p>Future Meeting Announcements</p> <p>-The rationale for no PNC meeting in 2008 needs to be shared with the membership; however CE in Fall 2008 is being planned.</p> <p>-PNC members are strongly encouraged to attend the dual CA chapter full meeting in Las Vegas in Feb 2008.</p>	<p>Susan will talk about this with state representatives on her committee re: how to do state reports on an ongoing basis.</p> <p>Gail will announce this at the 10/1/07 business meeting.</p>	<p>Susan</p> <p>Gail</p>
Project Proposal	<p>See separate proposal for a project to develop a calculator to help medical librarians determine the value of their library/services for their institution. Proposal submitted by Kathy Martin & Susan Barnes.</p>	<p>Board agreed to develop an ad-hoc committee to explore this project. Co-chairs will be Susan & Kathy Martin. They will convene a task force and will report at the Spring 2008 Board Meeting. The goal is to determine the cost categories and design a library tool to post on the PNC/MLA website.</p>	<p>Susan, co-chair, Liisa committee member</p>
Future PNC Meetings (2009-2013)	<p>2009 Vancouver, BC (tentative)</p> <p>2010 Portland?</p> <p>2011 Boise?</p> <p>2012 CE only due to MLA in Seattle?</p> <p>2013 Oregon coast?</p>	<p>Gail will approach people about volunteering to plan these meetings.</p>	<p>Gail</p>

NEW BUSINESS, continued			
Subject	Discussion	Follow-Up/Action	Responsibility
Announcements	<p>Retirements/changes in OR (Dolores): -Jim M, Cindy C & Carrie at OHSU; -Roger Davis in Albany; -Dorothy O'Brien in Corvallis is on medical leave; -Lettie Chen in OR College Oriental Med; -Maura W left the VA to go to Miami & may not be replaced. -Michael Hurley at Shriners' – his library is no longer in operation.</p> <p>Other news: -St. Charles Medical Center in Bend is closing their library. -OHSU can no longer offer OVID free to other medical libraries in the state. -Other library & staffing changes in AK, WA & OR announced.</p>	Letters in support of keeping libraries open and in support of the value of librarians will be written (to administrators and/or newspapers).	Heidi Sue will coordinate this. Maryanne Blake may be able to assist.
Logo Kathy Murray	Kathy showed the 3 options for background color for the new logo and gathered input. We also looked at the PNC homepage for improvements/changes.	Kathy will share the new logo and the background decision with the membership.	Kathy
Online Conferencing Kathy Murray	Illuminate is a product that allows for online web conferencing. This could be used for board discussions between meetings.	This will be brought up at the Spring 2008 Board Meeting	Heidi Sue
Annual PNC Award? Dolores	One idea is that at each spring board meeting the board would review the past year's achievements among the PNC membership for possible recognition awards. They will not need to be given every year. The membership committee could participate by learning about accomplishments in their areas.	We will discuss at the spring board meeting.	Gail
Scholarship Funds	We will discuss at the 2008 Spring Board	This will be on the Spring 2008 Board	Gail

Kathy Murray	Meeting whether scholarship recipients should write a report about their experience.	Meeting agenda.	
Friday's meeting was adjourned at 4:15 pm. Liisa will email the minutes to the Board Members.			