

**PNC/MLA Board Meeting, October 5, 2008- FINAL**

<b>Start Time:</b> 10:00am	<b>End Time:</b> 3:00 pm
<b>Location:</b> Health Sciences Libraries 2 <sup>nd</sup> Floor Meeting Room, University of Washington, Seattle, WA <a href="#">PNC/MLA Website</a>	
<b>Members Present:</b> Gail Kouame, Chair Heidi Sue Adams, Past Chair Kathy Murray, Chair-Elect, Ann Madhavan, Recording Secretary <b>Members Absent:</b> Susan Barnes, Membership Secretary Kim Granath, Chapter Council Representative Judith Hayes, Treasurer Leilani StAnna, Chair, Publications	

<b>MINUTES</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<b>I. Call to Order</b> <b>II. Review Minutes of April 25<sup>th</sup> Board Meeting</b> <b>III. Additions to Agenda</b>	Gail Kouame called meeting to order. Board members identified three spelling errors in April Minutes. None identified.	Ann will correct and submit final version to Leilani.	Ann Madhavan

<b>IV. EXECUTIVE BOARD REPORTS AND RELATED ISSUES</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<b>a) Treasurer's Report</b> Judith Hayes <i>See PNC/MLA 2008 Actual Income and Expected Budget 2008 (9/30/08)</i>	See Treasurer's Report and Board Presentation of Current Finances 2008 Expenses to date: \$6409 2008 Anticipated total expenses: \$15,711  2008 Income to date: \$15,597.60		

<p><b>Other Treasurer items:</b></p>	<p>2008 Anticipated total income: \$19,576.11</p> <p>Anticipated Assets at end of year: \$58,491.00</p> <p>Judith commented on the current economic climate and the potential wisdom of maintaining a WAMU account. She also reported on ongoing issues related to non-profits such as ours investing in CDs.</p> <p>Judith reported that the credit card (versus seed money) purchasing process is working very well.</p> <p>Judith did not receive any chapter representative travel requests.</p> <p>Kathy stated that Thomsen has still not paid their vendor fee for 2007.</p>	<p>Judith will monitor status of current account with WAMU.</p> <p>Judith will determine MLA's position regarding non-profit boards investing in CDs.</p>	<p>Judith Hayes</p>
<p><b>b) Membership Committee</b> Gail Kouame for Susan Barnes</p>	<p>Total as of (9/24/08) 104 regular + 48 institutional members = 152</p> <p>9/25/07 Total was 165</p>		
<p><i>See PNC/MLA Membership Secretary Report (9/24/08)</i></p>	<p>Board made the decision not to amend the 2009 New Member Registration and Membership Renewal Form. Note</p>	<p>Gail will work with Susan, Judith and Sally to offer the RegOnline option to both institutional and</p>	<p>Gail Kouame</p>

	<p>the red highlighted items on the form will be added to the final form.</p> <p>Leilani stated that she will indicate the 7 lifetime members on the Website membership list.</p> <p>Board discussed method of invoicing institutional members. The current invoicing process does not allow members to use a credit card. Kathy suggested adopting RegOnline this coming year. The Bylaws do not prevent adjusting the amount charged to reflect this new process.</p>	<p>individual members.</p> <p>Leilani to amend members list on Website.</p> <p>Kathy will explore this option with Judith.</p>	<p>Leilani St. Anna</p> <p>Kathy Murray &amp; Judith Hayes</p>
<p><b>c) Chapter Council</b> Kim Granath Vacancy as Arleen Libertini has resigned <i>See PNC/MLA Chapter Council Report (10/5/08)</i></p>	<p>Gail read Arleen's emailed resignation letter. Board discussed how best to proceed to replace Arlene, including the option of tapping someone who has experience and/or is interested in running. Noted that an alternate would become a rep in 2010, committing that individual to up to 6 years on the council. Board agreed to contact Rose Campbell first to see if she is interested in the position.</p> <p>Kim reported that a new alternate and chair elect must be appointed.</p> <p>Board discussed the option of hosting</p>	<p>Gail to contact Rose Campbell and Kim to sit in on call.</p>	<p>Gail Kouame &amp; Kim Granath</p> <p>Gail Kouame &amp; Kim Granath</p>

	<p>seats at conference roundtables for own members. It was decided that this should be instituted at the next such event.</p> <p>Board discussed recent trend toward Chapters paying for visiting MLA Board members' travel expenses when visiting their regions. It was decided that the PNR Board would continue to resist offering to cover travel expenses and suggest teleconferencing as an alternative when necessary.</p>		
<b>V. Committee Reports</b>			
<b>a) Mentoring/Recruitment</b> Dolores Judkins <i>See Recruitment and Mentoring Committee Report (10/3/08)</i>	<p>Gail read the report sent by Dolores. Susan would like the Board to consider whether or not Mentoring/Recruitment could take over awarding student memberships. Kathy reminded the Board that this would require a change to the Responsibilities Manual.</p>	Contact Dolores with plan.	Gail Kouame
<b>b) Archives &amp; AHIP Credentialing</b> Janet Schnall	<p>The Board would like to find out how many archival items exist and whether digitalizing them is a realistic</p>	<p>Gail will check with Janet regarding the status and amount of archival items.</p>	Gail Kouame

	undertaking. It was felt that this would be a good project for a student.		
<b>c) Nominating &amp; Elections</b> Michele Spatz <i>See Nominating &amp; Elections Committee Report (10/5/08)</i>	Gail read Michele's report.		
<b>d) Government Relations</b> Bob Richart <i>See PNC Committee Reports: Unclassified (10/1/08)</i>	Gail read Bob's report. Bob to continue as rep.		
<b>e) Professional Development</b> Carolyn Adams <i>See Professional Development Committee Report (Fall 2008)</i>	Gail read Carolyn's report.  Board discussed the fact that no lunch was mentioned on the first day of the CE meeting, and why this may have occurred. Kathy stated that all cancelations were promptly reimbursed. Judith commented on the good attendance and the presence of "many new faces."	Lessons learned will be communicated to the RML.	Gail Kouame
<b>f) Publications</b> Leilani St. Anna	Leilani stated that the old Northwest newsletters will be placed on the Website.		

	<p>Board discussed their disappointment in the lack of PNC/MLA Blog traffic and the potential reasons for such, including its “locked down” status. Board members proposed that they ask the soon to be reconstituted Technology Committee to make recommendations regarding how to either modify the Blog or adopt a Wiki format, and identify potential security issues.</p> <p>Judith identified the process she uses to provide members with the Survey Monkey username and password. She will now post access information with her contact acknowledgement.</p>	<p>Gail to contact Technology Committee regarding their recommendations.</p> <p>Leilani will add this committee to the webpage.</p>	<p>Gail Kouame</p> <p>Leilani St. Anna</p>
<p><b>g) Benchmarking</b> Tori Koch</p>			
	<p>Gail proposed that due to minimal to no benchmarking activity that the position be deactivated. It will be reactivated if and when necessary. Board concurred.</p>	<p>Gail to contact Tori regarding Board’s decision.</p>	<p>Gail Kouame</p>
<p><b>h) Bylaws</b> Jan Schueller <i>See PNC/MLA Bylaws Committee Report 2007-2008 (10/1/08)</i></p>			
	<p>Gail read Jan’s report.</p>		



	<p>decided that cut off dates would not be enforced, allowing for last minute enrollment if openings are available. Board also agreed that the issue of RML CE caps requires further discussion and that Maryanne Blake and CE Committee should address this.</p>		
<p><b>j) Group Purchasing</b>          Marcy Horner          Need to re-activate committee—see Susan Barnes proposal</p> <p><i>See PNC/MLA Group Purchasing Report (10/1/08)</i></p> <p><i>See PNC/MLA Group Purchasing Committee memorandum (9/15/08)</i></p> <p><i>See OVID online License Agreement</i></p>	<p>Gail read Marcy’s report and Susan’s proposal. Susan has proposed that we reinstate the Group Purchasing Committee to recruit a replacement for Marcy. All agreed that a contract position is desirable. Heidi Sue commented on the need to provide funding to train the committee in how to negotiate with vendors and licensing agents. Board discussed the option of asking the RML to sponsor/host a class on negotiating.</p> <p>Kathy noted that the income from institutional members of ~\$6800 has covered Marcy’s costs, and that an increase in dues may be necessary if the cost of her replacement exceeds this amount. Board discussed what aspects of the group purchasing charges/responsibilities would be met</p>	<p>Gail will consult members of the Group Purchasing committee.</p>	<p>Gail Kouame</p>



	<p>if the consultancy hours were increased. Gail will consult members of the Group Purchasing committee to obtain their input regarding increasing hours and/or dues. Board identified potential replacements, including Robin Braun, Kathy Martin, and Helen Guererro-Randall. Gail will contact Robin first and propose her filling the position at the current hours and compensation level. She will then consult the committee members as needed.</p>	<p>Gail will contact Robin Braun regarding a potential role as Group Purchasing Coordinator.</p>	
<b>k) Technology Committee</b>	<p>Gail commented on the need to reinstate the Technology Committee. She anticipates that ~5 individuals should be chosen to participate and that Alison Aldrich will be one of them. Leilani reviewed the Responsibilities Manual regarding the requirements of the Technology Committee.</p>	<p>Gail will proceed with reinstating the Technology Committee.</p> <p>Leilani will add Chair and members to website is needed.</p>	<p>Gail Kouame</p> <p>Leilani St. Anna</p>
<b>VI. New Business</b>			
<b>a) Election Results</b> Heidi Sue Adams	<p>Heidi Sue announced the election results:</p>		

	<p>Noelle Harling: PNC Chair Elect 2009;  Ann Madhavan: PNC Recording Secretary 2009;  Dolores Judkins PNC MLA Committee Rep 2009  Heidi Sue commented on the difference in numbers of voters following the first and second posting of the online ballot. She also reported that some individuals' email systems rejected the Survey Monkey message regarding voting, potentially interfering with their ability to vote. Board agreed that it may be wiser to post a link to the Ballot on the website..</p>	<p>Add this change to the Responsibility Manual.</p>	<p>Heidi Sue Adams</p>
<p><b>b) Majors Chapter of the Year Application</b>  Dolores Judkins  <i>See Majors Chapter Project of the Year Award memorandum.</i></p>	<p>Dolores Judkins, Andrew Hamilton, and Maryanne Blake will be writing the proposal. Board agreed on the wisdom of applying for this award, a chapter and RML effort. Kim mentioned the importance of including a coversheet in the application and providing illustrations whenever applicable.</p>	<p>Dolores, et al will proceed with application.</p>	
<p><b>c) PNC Meeting Updates</b>  i. Need to formalize process for</p>	<p>Kathy suggested reviewing the past</p>	<p>Gail, Susan and Kathy to plan</p>	<p>Gail Kouame, Susan</p>

<p>designating planning committee for meetings Susan Barnes &amp; Gail Kouame</p>	<p>process for designating planning committees and possibly expanding the list of venues/cities. It was noted that the PNC States will need to know well ahead of time when their site will occur in the cycle. They can then propose who will make up their committee rather than requiring the Board to encourage participation. Gail is considering a Webcast to discuss this with members and Kathy can set up an Elluminate Live session for this discussion. Board discussed the pros and cons of the role of planning committee member and how to make this position more attractive.</p> <p>For 2010—Oregon, Dolores Judkins will begin identifying possible planning committee participants. Heidi Sue will talk to Noelle regarding her interest, and then Kathy will talk with Dolores regarding Noelle’s participation.</p>	<p>Webcast.</p>	<p>Barnes &amp; Kathy Murray</p>
<p>ii. Request from Leilani St. Anna for EBP symposium <i>See PNC CE Suggestion email (8/21/08)</i></p>	<p>Leilani commented Sarah Safranek’s attendance at the EBP symposium on the East Coast and suggested that the Board consider bringing the event West. Board discussed the possibility of incorporating it into the Portland</p>	<p>Gail to contact Maryanne Blake regarding explore options to sponsor/host a Northwest EBP symposium.</p>	<p>Gail Kouame</p>

<p>iii. 2009  Gail Kouame &amp; Susan Barnes  <i>See Pacific Northwest Meeting in 2009 email (9/30/08)</i></p>	<p>meeting CE program, planning a separate symposium and/or having the RML sponsor or co fund it.</p> <p>Gail announced that the 2009 meeting will take place at the Washington Athletic Club in Seattle October 17<sup>th</sup> through 20<sup>th</sup>, 2009. Connie Schardt will attend as the MLA representative, and Bill Barnes and Gene Ambaum will provide banquet entertainment on Monday the 19<sup>th</sup>.</p> <p>Gail reported that 2009 conference committee chairs are in place, but they need a Treasurer. Judith volunteered.</p> <p>Kim Granath: registration  Pat Devine: exhibits  Maryanne Blake: CEs  Nicki Detmar: publicity  Jan Schueller: site liaison</p> <p>Gail plans to get the above information out to members soon.</p>	<p>Gail to announce 2009 conference plans to membership soon.</p>	<p>Gail Kouame</p>
<p>iv. 2010 -- Oregon</p>	<p>Dolores Judkins will initiate planning committee development.</p>		<p>Dolores Judkins</p>
<p>v. 2011 -- Boise  <i>See PNC 2001—yup, you read that correctly email (10/01/08)</i></p>	<p>Heidi Sue will help out Liisa Rogers.</p>		<p>Heidi Sue Adams</p>

<p>vi. 2012 – CE only as MLA will be in Seattle</p> <p>vii. 2013 -- Montana</p>	<p>Board discussed possible alternatives to locating in Seattle and potential pros and cons of doing so (cost, access, additional travel, isolation...)</p>	<p>Need to resolve issues related to transportation in the Seattle region during forthcoming meetings.</p>	<p>All</p>
<p><b>d) Review MAP for 2008/2009</b> Gail Kouame &amp; Kathy Murray</p>	<p>Gail reviewed the 2008/2009 MAP to identify any actions required. Most goals have been met or are on schedule. Potential further action to be taken on the following:</p> <ul style="list-style-type: none"> <li>➤ Providing recognition to members who have completed projects (Judith)</li> <li>➤ Develop at least one award recognizing an achievement/contribution by a PNC/MLA member</li> <li>➤ Development of a CE on negotiation</li> <li>➤ Development of a Library Advocacy Committee</li> <li>➤ Identify reasons potential members do not join PNC</li> <li>➤ Explore other associations rather</li> </ul>	<p>Kathy to take on marketing aspect of the Library Advocacy Committee goal.</p> <p>Gail to check with Nanette Welton and Maryanne Blake regarding a CE on negotiation skills.</p> <p>Gail to find out who did the survey on reasons potential members do not join PNC.</p>	<p>Kathy Murray &amp; Gail Kouame</p>

	than just chapters for joint meetings		
<b>VII. Additional Comments</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<b>Scholarship caps</b> Judith Hayes	Judith suggested capping scholarships at \$599, otherwise tax forms must be completed. . Kathy suggested that the Treasury responsibilities be modified in the Responsibility Manual.	Board members approved the resolution to cap Scholarships at \$599/individual. Update Responsibility Manual.	
<b>Date of next PNC Meeting</b> Kim Granath	Kim proposed that the next PNC meeting be planned in tandem with the ACRL meeting occurring around that time	The next meeting for Thursday, March 12 <sup>th</sup> , 2009 from 9 a.m. to 4 p.m. in the UW Health Sciences Libraries 2 <sup>nd</sup> floor meeting room.	Gail Kouame scheduled the room
Sunday's meeting was adjourned at ~3:00 pm. Ann will email the minutes to the Board Members.			