PNC/MLA Board Meeting, March 12, 2008- DRAFT #1

Start Time: 9:00 a.m.	End Time: 4:00 p.m.

Location: Health Sciences Libraries 2nd Floor Meeting Room, University of Washington, Seattle, WA

PNC/MLAWebsite
Bylaws
MAP

Members Present:

Kathy Murray, Chair	Rose Campbell, Chapter Council Alternate
Gail Kouame, Past Chair	Judith Hayes, Treasurer
Ann Madhavan, Recording Secretary	Susan Barnes, Membership Secretary
Noelle Harling, Chair-Elect	Leilani StAnna, Publications Editor
Kim Granath, Chapter Council Representative	

Members Absent: None

MINUTES

Subject	Discussion	Follow-Up/Action	Responsibility
I. Call to Order	Kathy Murray called meeting to order.		
II. Introductions	New Board members, Noelle and Rose, where welcomed to the meeting.		
III. Review Minutes of Board Meeting from October 5th, 2008	Board members identified October 2008 minutes and identified items requiring correction.	Ann will correct and submit final version to Leilani.	Ann Madhavan
IV. Additions to Agenda	Susan Barnes recommended Maryanne Blake for Lifetime Membership and Board concurred.	Kathy added to agenda.	

V. EXECUTIVE BOARD REPORTS AND RELATED ISSUES

Subject	Discussion	Follow-Up/Action	Responsibility
a) Treasurer's Report and related issues i. Snapshot of where we are ii. Proposed budget for 2009 iii. Website domain renewal Judith Hayes	See Treasurer's Report and Board Presentation of Current Finances. 2008 Expenses to date: $12.990 2008 Anticipated total expenses: $17,680 2008 Income to date: $52,593.16 2008 Anticipated total income: $4,690 ~$5,000 profit from last meeting		
Other Treasurer items:	Judith reported that overall, we have a "Healthy Treasury." Judith stated that she plans to commit $250 each to Cunningham and Lindberg Scholarships. She will also add $2000 back in to the budget for professional development scholarships. Per the chapter guidelines, up to $250 is available for student travel scholarships. There was no expense last year for Chapter Rep travel, but Judith will add it to the budget this year (up to $1000 per person for any expense). Judith noted that the Survey Monkey subscription is now a flat fee of $250, and that the Web domain name is up for renewal. Kathy stated that Thomsen has finally paid their vendor fee for 2007.	Judith will commit funds for Cunningham and Lindberg Scholarships, professional development, student travel scholarships, and chapter rep expenses. Kim and Rose will submit forms for travel reimbursement to Judith. Judith to talk to Heidi Sue regarding the Web domain level of renewal.	Judith Hayes Judith Hayes
b) Membership Committee	Total as of (3/10/09)		

Susan Barnes	Individual members (78) + Institutional members (39) = 117 Brief analysis: Decrease in Lifetime (-1); Emeritus (-4); Institutional (-8); Regular New (-6); Regular Renewal (-12) = 35 fewer members. Membership as of 9/25/08 = 152 Susan contacted four library schools to ask for nominations for free student memberships and has heard back from 3 of 4. Susan noted that there are currently vacancies in the Membership Committee roster: AB, BC, AK, and potentially MT. Jane Belt passed away during the year, leaving six lifetime members. The Board unanimously passed a motion to nominate Maryanne Blake for lifetime membership this Fall.	Kathy will submit nomination.	Kathy Murray
i. Use of RegOnline to collect dues	Susan summarized options related to RegOnline. RegOnline has a separate Membership Management module. The cost of using it is $3.60 per new member or renewal. The additional cost for payment by credit card is 4.95% or, for an Individual Member, 1.25% and for and Institutional Member, $6.20. If we use RegOnline to manage all memberships, our members could pay by check or credit card as they chose. Susan reported that there is also an additional fee of		

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	$500 to upload records to RegOnline (one time, optional cost). The vendor does not recommend we pay this amount considering the limited data we would upload. Judith offered to have her children or a student upload the record for free and the Board unanimously agreed. The Board also agreed to treat the use of the RegOnline Management module as a one year pilot and absorb the per-member costs. After the year has passed, the Board will determine whether or not the system is worth its costs, and if it is, take a dues increase to the members.	Judith and Susan will arrange for upload of the RegOnline records.	Susan Barnes and Judith Hayes
	Gail commented on the need for ideas to snag members who are not becoming or renewing as members. She proposed posting to other listservs, i.e. state listservs, public library listservs, community college listservs, and distributing a bulletin identifying the benefits of membership.	Gail will post to other appropriate listservs identifying benefits of membership in PNC MLA.	Gail Kouame
c) Chapter Council Kim Granath	Kim Granath reported on the status of the Chapter Council; her term runs until May 2010. Following Arleen Libertini's resignation, Rose Campbell filled the position of PNC Chapter Council Alternate (1/09).		
	In response to Kim's request that the Board provided feedback to the Midcontinent Chapter Council Rep regarding allowing vendors to advertise in chapter newsletters and listservs, the Board recommended that this not be done.	Kim will communicate Boards response Midcontient Chapter.	Kim Granath

	Kim reported that Chapter and Section Bylaws have been updated and requested that Jan Schueller double check that the PNC Bylaws are in compliance.	Kim will contact Jan Schueller.	Kim Granath
	The Board discussed the pros and cons of attendance at the Roundtable meeting in Hawaii. They agreed to sponsor 3 individuals to attend the meeting, and will announce this on HLib. Participation will be on a first come, first served basis. Rose Campbell plans to attend.	Rose will communicate with Gail and Judith regarding coming Roundtable participation.	Rose Campbell
d) Responsibility Manual – **All** i. Add charge for Group Purchasing ii. Add charge for Technology	The Board discussed potential changes to the Responsibility Manual. Leilani will add charges for Group Purchasing and Technology, and $1000 for the Chapter Chair expenses. Comments will also be added regarding Survey Monkey and RegOnline.	Leilani will make appropriate changes to Responsibility Manual.	Leilani St. Anna
e) Procedure Manual	Kathy recommended that the Board establish a Procedure Manual. This would allow more consistent transfer of knowledge from one officer to another during transitions. Heidi Sue has passed on such paperwork, including a timeline, to Kathy.	Board members to send Kathy timelines and other material appropriate for inclusion in the Procedure Manual.	Kathy Murray
VI. Committee Reports			
a) Archives - Janet Schnall	Janet not available.		
b) AHIP Credentialing – Chris Shaffer	Chris submitted goals and objectives for 2009.		

c) Bylaws – Jan Schueller	Board will check with Jan regarding need for changes.	Kathy will contact Jan regarding potential bylaw updates/changes.	Kathy Murray
d) Conference Planning – Kathy Murray	Gail and Susan stated that they will proceed with an update of the conference planning manual, last updated in 2005. The registration section will definitely need updating.	Conference Planning Manual updates.	Gail Kouame and Susan Barnes
e) Government Relations – Bob Richart	No comments.		
f) Group Purchasing – Robin Braun i. Review contract ii. Institutional member count iii. Question from VA group iv. Conference call with Robin at 1 p.m.	Gail and Kathy reported that the following individuals volunteered for the Group Purchasing Committee in 2008: Cathy Burroughs/Pat Devine; Nancy Henderson; Victoria Koch; Ann Rutherford. Potential participants this year include: Kathy Fatkin; Melanie Jones; Ken Willer, Kathy Martin; Tori Koch. Kathy shared Robin's email outline 2009 Possibilities prior to Robin's 1:00 p.m. teleconference with the Board. Robin is eager to connect with the potential Group Purchasing Committee Chair as soon as possible; however one has yet to be identified. Potential replacements for Robin, should she decide to withdraw were identified, including Kathy Fatkin, Ken Willer, and Pat Devine. The Board also noted a need to clarify the knowledge and skills for committee members so that they do not feel intimidated by the requirements of the position. Diane Carroll's name was mentioned as a possible consultant.	Gail and Kathy will write a combined email to finalize committee membership.	Gail Kouame and Kathy Murray

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	The issues addressed during Robin's call included: Site definition for licenses/PNC institutional members; Single PNC invoice/vendor; OVID LWW have-nots; Group purchasing wish list; Table of state supported licenses; Vendor feedback.	Kathy to contact hypothetical replacements.	
• Site definition for licenses/PNC institutional members	The Board agreed that it would be useful to educate the membership regarding the requirements of a site license. This would clarify and enhance negotiations with vendors/publishers. A mini-site definition workshop was proposed via the RML, possibly in April or May. The Board discussed who must sign each site license and it was agreed that each individual institution will still need to sign. This will avoid issues of liability, copyright, and none payment.	Gail will talk to the RML about offering a mini-site license workshop in April or May.	Gail Kouame
• Single PNC invoice/vendor	Susan stated that less than 100 partial invoices would be required. Judith commented on her regret at having to process ~100 invoices and Gail suggested the Board consider hiring a bookkeeper to do so. Kathy suggested developing a one page contract committing each participating library to agree to pay or face denial of access.	Kathy will explore how other chapters manage the bookkeeping problem.	Kathy Murray
• OVID LWW have-nots	For PNC institutions that are not part of the initial LWW Total Access package, OVID has expressed interest in creating a second grouping. Robin will be provided with all possible contacts via HLib so that the widest possible group can be surveyed regarding their interest and packages they would want.	Susan will provide Robin with complete HLib email list.	Robin Braun and Susan Barnes

• Group purchasing wish list	The Board agreed that Robin should definitely pursue the Wolters Kluwer UptoDate license, but anticipates that the cost will be a deterrent. Robin will use Survey Monkey to gather additional information regarding member purchase preferences.	Gail and Kathy will insure that Robin has access to Survey Monkey for required member surveys.	Robin Braun, Gail Kouame, and Kathy Murray
• Table of state supported licenses	Robin was very glad to hear that Maryanne Blake is also developing a table of those resources that are available to PNC institutions through Statewide licensing agreements.	Robin and Maryanne will work together on this effort.	Robin Braun and Maryanne Blake
• Vendor feedback.	Robin will be added to the Web forum so that PNC member concerns regarding EBSCO, OVID, and other vendors go directly to her email. Robin would like a detailed spreadsheet of all member information.	Susan will send Robin a detailed membership list.	Susan Barnes and Robin Braun
g) Mentoring and Recruitment – Dolores Judkins	Nothing to report from Dolores Judkins. Susan Barnes has sent her three student names.		
h) Nominations and Elections	The Board discussed potential candidates for upcoming positions on the Board, including: Andrea Ryce, Todd Han, Allison Aldrich, Sally Bremner, Hazel Cameron, Kim Emmons, Charlotte Beck, Madelyn Hall, Lynn Hauer, Paul Howard, Loree Hyde, Lana Thelen, and Susan Barnes.	Gail will contact these individuals and determine their level of interest in participating. She will report back prior to the Fall 2009 Board Meeting.	Gail Kouame
i) Professional Development – Maryanne Blake	Maryanne listed the current members of the Professional Development Committee. She reported that there was a 72% response to survey inquiring	Gail and Maryanne will explore the possibility of including an	Gail Kouame and Maryanne Blake

	about member interest in continuing education opportunities. Four potential class topics and instructors for 2009 include: how to train others in evidenced-based practice (Lisa Tradeedee); marketing (Pat Wagner); screen casting (Alison Aldrich); developing online classes (?). Board members agreed that distance learning opportunities were imperative. Maryanne commented on the poor level of participation in management oriented classes, i.e. assessment, evaluation. The Board agreed that a monthly evaluation topic on Dragonfly would be worthwhile.	evaluation topic in the Dragonfly on a monthly basis.	
	The Board reviewed the Professional Development Committee goals for 2009 and the following suggestions were made: a digital copyright issues class; at least one "castor oil" type class; a logic models/care plans for librarians class; how to create tutorials that members will watch; instructional design for Web-based/online classes; Nancy Duarte**'s** presentation on doing PowerPoint presentations (on UW SPH website at http://www.nwcphp.org/training/hot-topics/2009-hot-topics/index_html).	Maryanne will finalize the list of course offerings.	Maryanne Blake
j) Publications – Leilani St. Anna	Kathy updated the Board regarding the status of the PNC Blog. Currently anyone can visit and read the blog at http://pncmla.org/; however, Board members or others must register/log in to author/post. She suggested adding the blog feed to iGoogle for ease of use.		

	Kathy described the benefits of combining Google Docs and Google Groups so that, for example, Board members can edit minutes online.	Kathy will find out if Google Docs can be used in combination with Google Groups.	Kathy Murray
k) Technology Committee – Open	The Technology Committee is responsible for investigating emerging technologies, informing the PNC/MLA Board and members of potential uses for the Chapter and the field of medical librarianship, and integrating appropriate technologies into the PNC/MLA website and communications. The following individuals remain interested in participating in the committee: Ann Madhavan, Rose, Campbell, Janet Crum, Alison Aldrich, Tori Koch, Hope Lehman, Jonathan Potter, and Leilani St. Anna. Susan Banks is no longer interested, and the Board has not heard back from Isaac Huffman or Emily Glenn	Kathy will select and contact the Technology Committee chairperson and ask him/her to initiate committee participation.	Kathy Murray
	The first issue for the Technology Committee will be identifying appropriate Web Conferencing software. Board members mentioned Web Junction's Wimba (http://www.wimba.com/) , iLinc (http://www.ilinc.com/) , AdobeConnect (http://tryit.adobe.com/us/connectpro/webconference/?sdid=DNOSP)… Gail and Susan will forward information to Kathy on additional options.	Kathy will forward information from Gail and Susan to Technology Committee chairperson.	Kathy Murray
VII. Old Business a. Flowers for Jane Belt	Kathy reported that flowers were sent to Jane Belt's funeral.		
b. Other?	The Board revisited the October 2008 minutes to	Judith will determine if	Judith Hayes

	address need for follow up. Judith reported that due to changes in the economy and ownership of WAMU, CD options have changed. The Board would need to reregister in Oregon to purchase a CD there; however, it is not known what the requirements would be if CD purchasing was moved back to Washington State.	Washington bank and Oregon bank policies are consistent with respect to CDs.	
	Gail will follow up with Janet Schnall regarding ongoing Archival issues.	Gail will follow up with Janet Schnall.	Gail Kouame
	Kathy reiterated that Thomsen has paid their vendors fee, outstanding since 2007.		
	The Board decided on a new password for Survey Monkey: **"bigsky"**	Leilani will add new Survey Monkey password to PNC MLA website.	Leilani St. Anna
	Kathy plans to contact Heidi Sue regarding the PNC election results and insure that they are added to the Responsibility Manual.	Kathy to contact Heidi Sue	Kathy Murray
	The Board changed their decision regarding Survey Monkey to one of "not recommending"		
VIII. New Business			
a. Majors Chapter Award	Gail reported that she and Maryanne Blake will be accepting the Majors Chapter Award in Hawaii in May.		Gail Kouame and Maryanne Blake

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b. Annual Meetings Update i. 2009 – Gail Kouame & Susan Barnes	Gail reported on upcoming plans for "Where Do We Grow From Here." It will be held at the Washington Athletic Club (WAC) from Saturday, October 17th to Tuesday, October 20th. Poster sessions will be included in the opening reception on Sunday. The opening speaker will be Will Welton, Nanette's husband, and he will be encouraged to challenge conference attendees, speaking from a manager's point of view. Monday's speaker will be Diane McCutcheon, Chief, Technical Services Division National Library of Medicine Bethesda MD, will present on librarians in the digital age and scholarly communication. Keynote speaker will be Lori J. Heim, MD, FAAFP, President-elect of the Board of Directors of the American Academy of Family Physicians. Susan requested input regarding talking points for Dr. Heim. The Board suggested she comment on some of the developments at the NLM and/or the changing role of science in the new Administration. Additional ideas to be incorporated into the October Annual Meeting included a conference bag contest (as opposed to providing conference bags); building longer breaks into exhibit days to allow increased vendor participation; inviting 3 papers on the topics of mentoring, Web 2.0, and "a potpourri;" and avoiding concurrent sessions.	Susan will contact Dr. Heim regarding potential topics for her keynote address. Gail will communicate Board's feedback to Annual Meeting Planning Committee.	Susan Barnes Gail Kouame
ii. 2010 – Dolores Judkins	Per Kathy, Dolores has put out a call for a Chair for the 2010 Annual Meeting in Portland. If no one expresses interest, she and Todd will chair the meeting. They are currently exploring hotel sites for 2010 and "The		

	Nines" is of interest (www.thenines.com)		
iii. 2011 – Liisa Rodgers			
iv. 2012 – MLA in Seattle – All	The Board reviewed potential sites for the CE meeting, including Seattle, Great Wolf Lodge (http://www.greatwolf.com/grandmound/waterpark), and Suncadia (http://www.suncadiaresort.com/). The final decision will take transportation issues into consideration.		
v. 2013 – Montana – Kim Granath	Kim anticipates that the 2013 meeting will be held in Missoula and is considering three potential settings, including the Doubletree, Holiday Inn, or Garden City Hilton.		
c. Authorizing Expense - All	Kathy proposed that Judith set aside a $100 petty cash account for Robin or other committee members that require it. All Board members approved.	Judith will make adjustments to budget.	Judith Hayes
d. Promotion/Advocacy – Kathy Murray	Kathy proposed that the PNC offer members mini-grants to support promotion and advocacy marketing. Such mini-grants would cover things such as postage and/or printing, and would potentially allow participating libraries to market services to their administrators. Applicants would have the option of identifying the level of their need, and funding for food would not be offered unless specially requested by applicants. A toolkit could be provided to grantees to a help them formulate their marketing efforts. Kathy requested vendor and graphic artist contacts to gather	Kathy will gather data on potential grant amount and develop an application form.	Kathy Murray

	potential marketing templates.		
e. Review MAP for 2009/2010 Objectives - All	Kathy introduced MLA MAP Strategic Plan to Robin and Noelle. The Board concurred that Web Conferencing software should take high priority and be the first item on the agenda for the Technology Committee.		
f. Fall Board Meeting – when?	The Fall 2009 meeting will take place on Friday, October 16th starting at 1 p.m. and including dinner.		
IX. Adjourn			
Friday's meeting was adjourned at ~ 4:00 pm. Ann will email the minutes to the Board Members.			