

St. Louis Medical Librarians (SLML)

FY2014 Meeting Minutes

September 9, 2013, 3:00–4:10pm

Bernard Becker Medical Library, Room 301

Present: Maria Minowitz (President), Jill Bright (President-Elect), Assako Holyoke (Immediate Past President), Denise Hannibal (Treasurer), Angela Hardi (Member at Large), and Committee Chairs Renee Gorrell, Philip Skroska, Marysue Schaffer, and (via phone) Jennifer Platt.

Maria called the meeting to order at 3:00. Minutes from the August 12 Board Meeting were approved.

Treasurer's Report – Denise explained that Regions Bank is enforcing strict protocols and procedures for updating the list of people authorized to handle transactions for the SLML account. To delete people who are no longer responsible for financial business and add new people who now have these duties, the bank requires the following documentation:

1. A copy of the minutes of a board meeting on official letterhead where the following information is approved:
 - A Statement that we want to change the bank account at Regions bank
 - A list of the people being taken off the account
 - A list of the people being added to the account
2. A letter on official letterhead stating our desire to update the account with a copy of the section of the minutes pertaining to the change of the bank account and signed by all of the people being removed as well as the President and President Elect of SLML.

All Board Members agreed that this is acceptable, and that this process should be formally added to the organization's Procedure Manual for future reference. The Board decided to retain three active signatures at all times. These would usually be the Treasurer, the President-Elect every third year (since that person will progress through the offices of President and Immediate Past-President during a 3-year term) and the Membership Chair to enable timely deposits of membership fees. The Procedure Manual's descriptions of the responsibilities of the Treasurer, President-Elect, and Membership Chair should include the necessity to address this issue as the individuals in those offices assume or vacate their positions. It is recognized that some flexibility may be needed if unexpected turnover occurs. Since Jill is both President-Elect and Membership Chair for this year, Maria (President) volunteered to be the third party.

Therefore, the St. Louis Medical Librarians' Board unanimously voted to approve these actions:

1. Send a copy of this section of the Sept. 9 minutes to Regions Bank, regarding the SLML account ending in 0130, which documents the Board's decisions to update the organization's signatories.
2. Remove from the bank account: Jennifer Platt, Cheryle Cann and Dennis Eliceiri.
3. Add to the account: Denise Hannibal, Jill Bright and Maria Minowitz.
4. Write a letter to the bank stating the desire to update responsible representatives which is signed by of all those being removed from the account as well as the President and President Elect of SLML.

An additional item of the Treasurer's Report concerns the possible loss of our Amazon partnership. This was originally set up by Russ Monika (deceased) and it is likely that Amazon had only his contact information, so no current SLML member is receiving any correspondence from Amazon. Due to the Missouri legislative decision to begin collecting sales taxes from online retailers, Amazon may end our partnership. Since we might not receive any notice, we may only know for sure when no more monies arrive. Last period, the Amazon check was about \$80.

October 11 Special Workshop – Jennifer summarized the background, explaining again that this event is possible because of the profits from the MCMLA meeting held in St. Louis in 2009. Dr. Michael Stephens will speak on The Hyperlinked Library, Friday Oct. 11, 1-4 pm, Webster University. Washington University's Olin Library has agreed to share speaker expenses so that Dr. Stephens can visit their campus while he is in town; they will pay for his flight. SLML will only need to pay his hotel and per diem.

The event will be free to *current* SLML members, those who have paid their 2013 membership dues before registration opens later this week. The committee does not want people to become members only to attend this event, so joining SLML at the last minute will not be acceptable. Students will be charged \$10, and other non-members \$20. Announcements and registration information will be sent to the lists for SLA, SLRLN, local public libraries and private schools, etc. Jennifer will receive any checks. She will send Marysue a registration form to be put as a link on the SLML website.

We anticipate a good turnout. Attendees can come early if they wish; they can bring their own lunch; beverages and dessert will be provided.

Committee Reports:

Archives – Philip Skroska. He is looking for ways to detach the content of e-mails from the proprietary Outlook e-mail system. E-mails from the SLML list are currently archived on WUSM servers; they don't take up much storage space so this is not a problem.

It is still best if people leaving office give him hard copies of their documents. It is okay if these include items that he may have also received separately. He would like to keep Board meeting agendas and minutes together, annual committee reports, and membership lists.

Communication – Marysue Schaffer. The web re-design committee has not met yet, but hopefully will begin their work soon. Discussion will concern the type of content that should be on the website (current and/or historical) as well as visual appeal.

Governance – Cheryle Cann (Cheryle will be absent. No Governance business.)

Membership – Jill Bright. Renewal notices will begin in November. Last year, using a Google form spreadsheet worked well. Notably, last year 10 members used PayPal while only 6 used it the year before. Jill will work with the Treasurer on collecting dues. Budget needs for PayPal are about \$22.

A returning member recently requested membership, which brought up discussion about the timing. With only a few months left in 2013, should we allow such late renewal or push any more memberships

coming in to the 2014 year? All agreed that it would not be good to pro-rate a membership year, that would create too much instability and confusion over award eligibility etc. The Board decided to allow joining at any time for regular activities but not for the special MCMLA-funded workshop. Jill will ask the returning member if she would like her fees applied to 2013 or 2014, before the workshop registration opens. The membership form on the SLML website should be changed to 2014 in the next couple of months also.

Jill is hoping to close a gap in membership records from 2006-08, when the print directories ended and all became electronic. She and Philip will consult the archives in the near future. Cathy Sarli, who was Membership Chair at that time, may be able to provide information also.

Nominating – Assako Holyoke. This committee is not needed until January. Marysue offered to meet with Assako before that and share her experiences from last year. She also volunteered to serve on the committee if asked.

Program & Education – Renee Gorrell. There is much interest in the Sept. 25 CE program *Introduction to Systematic Reviews for Librarians*, to be taught by member Susan Fowler, 12:30-4:30 at Washington U School of Medicine. So far, 15 or 16 people have responded. A follow-up announcement will probably bring the number up to the maximum of 20. Since there is an attendance limit, it will not be opened to non-members. No refreshments will be offered, but attendees will be able to bring their own. Because she is a member, Susan will not be offered an honorarium, but the Secretary will send a thank-you card in appreciation for her service.

The Health Dept. speaker, epidemiologist Eleanor Peters, would prefer to come in November rather than February. She chose the topic of Communicable Diseases. We'd like this to be a late-afternoon meeting, beginning at 4 or 3 pm depending on the availability of the King Center in the Becker Library. Marysue will check on room availability between Nov. 11 and 22. Renee will find out if this speaker, a government employee, is prohibited from receiving an honorarium or other gift. We have given \$50 or \$100 honorariums in the past.

Assako will create a survey to find out if members are interested in any of the four programs that MLA is offering this fall. She believes that a site license can be used even if everyone logs in from their own location. Site license cost is about \$190 per event.

No other events are planned during December. The Winter Party will be in January; possibly that will be at L'Ecole Cuilinaire.

Betsy Williams has suggested a speaker on forensic dentistry, possibly this could be Feb. or March event. Another potential speaker is someone about plant nutritional supplements; this might be a good topic for the annual meeting in June.

Recognition & Awards – Jennifer Plaat. She, Jackie and Holly will propose criteria for recognition of retirees. They will consult Cheryle, then ask the Board to approve their recommendations. They expect to have this done by the end of the calendar year, in plenty of time before the Awards meeting which

will be held in late April or early May. Maria will send them the criteria which the Board approved last year for the newly instituted Lifetime Service award. The committee expects to need a budget of \$600.

Maria expects it will be January before the next board meeting, although it is possible one may be needed before then.

Meeting was adjourned at 4:10 p.m.

Respectfully submitted Sept. 10, 2013
by Marysue Schaffer, as the Secretary was unable to attend.