

## **St. Louis Medical Librarians (SLML)**

FY2014 Meeting Minutes

January 16, 2013, 4:30–5:30 pm

Cyrano's Restaurant

### I. Call to Order

Present: Maria Minowitz (President), Jill Bright (President-Elect and Membership Chair), Assako Holyoke (Immediate Past President and Nominating Committee Chair), Denise Hannibal (Treasurer), Marysue Schaffer (Communication Committee Chair), Cheryle Cann (Governance Committee Chair), Renee Gorrell (CE and Programs Committee Chair), Jennifer Plaat (Awards and Recognition Committee), Jackie Hittner (Special Workshop Co-chair).  
Absent: Mary Krieger and Angela Hardi (Members at Large), Barb Mathieu (Secretary).

### II. Minutes from September 9, 2013 board meeting were approved.

### III. Treasurer's Report (Denise Hannibal)

- a. All of the business at Regions Bank has been completed; new people are on the account, and Denise can now write checks.
- b. The Michael Stephens talk in October earned \$180. Denise will fill out the tax form that Dr. Stephens needs before Jan. 31. She has a CPA at home to assist with this job.
- c. She filed form 990N for 2012, and will do so for 2013, to keep our non-profit status. Cheryle and her accountant brother set this up originally, in 1991.
- d. Membership renewal dues are 80-90% received.
- e. We paid GoDaddy \$71.88 for hosting the website for one year and \$22.76 to renew our domain name for 2 years.
- f. Current balance is \$4,864.72

### IV. Committee Reports:

- a. Archives (Marysue Schaffer, Member, for Philip Skroska, Chair)
  1. One new accession was recorded: Marysue deposited correspondence, meeting minutes, agendas and other files from her term as SLML President-Elect, President and Past-President (2010-13).
  2. The SLML archives collection is now approximately 8 linear feet in size.
  3. All available printed membership rosters were digitized, 1960-2006. A few issues are missing from the archives; members have been asked to search for these. They are: 1964, 1966, 1967, 1983-84, and 1987.
  4. The next digitization project will probably be meeting agendas and minutes, but this may not take place for another year.
- b. Communication (Marysue, Chair). No activity to report.
- c. Governance (Cheryle Cann, Chair).

1. Most committee descriptions have been revised to be more concise and direct.
2. Remaining descriptions should be ready by April, for board review at the final board meeting of this year or the first meeting of next year.
3. Committee description revision doesn't require member approval, it is just a project to the general membership.
4. The Procedure Manual was begun 24 years ago in a back room at SLU; Cheryle was a founding member. Years ago there was a black binder intended to be updated.

d. Membership (Jill Bright, Chair)

1. Current membership is 55; 7 of these have not yet paid their dues. Denise will contact laggard Becker members and request their dues promptly. Jill has contacted other outstanding renewals.
2. A few have not renewed and may not intend to. These include the recently retired (Dean Cody and Carol Murray). Maria may contact retired former members and learn if membership fees are a factor in their decision not to keep up their membership. This opened a brief discussion on possible tiers of membership, with retirees free or reduced cost. Would a person who retired but may be still working, even if only part-time, qualify? Are retirees only interested in the social benefits of membership, and less likely to attend events geared toward current issues in medical librarianship? Should general membership dues be raised to \$25? Maria suggested this topic be included in the discussion of the ad hoc committee to consider retiree recognition levels that reflect the person's participation and length of service to SLML.
3. Several other people will not be renewing for other reasons. Celia is no longer employed in a medical setting. Will Olmstadt has relocated to Tulane in La.

e. Nominating (Assako Holyoke, Chair).

1. Marysue will assist; two people is usually enough. We have already met once.
2. The positions needing to be filled are President-Elect, Secretary and one Member at Large (Mary Krieger's term).
3. Assako will first invite members to volunteer, then reach out to members who have shown leadership qualities and might consider accepting nomination.

f. Program & Education (Renee Gorrell, Chair)

1. The Winter Celebration follows this board meeting, also at Cyrano's.
2. Julie O'Neal, librarian at L'Ecole Cuilinaire, expects a grandchild in March so will be taking time from work. Renee suggested a tour there for May or June, but has not yet heard back from Julie.
3. Peg Cooper, who teaches anatomy at SLU, was recommended to speak on the topic of how SLU handles bodies donated for research. All agreed this would be very interesting, so Renee will try to schedule it for Feb. or March. She will avoid conflicting with the SLRLN's Tech Fair, Feb. 26. The Becker Library does not offer

convenient parking options so we will try to find another location. Webster would be ideal, or UMSL or SLU might work.

4. We did not purchase any of MLA's fall 2013 CE webinars. Instead, Susan Fowler presented her excellent class on systematic reviews. It is not yet known if MLA will have the same offerings or new ones for spring. Renee is not a member of MLA so Assako will keep her informed of any CE classes.

g. Recognition & Awards (Jennifer Plaat, Chair)

1. The annual Awards meeting will be held in late April or early May, probably in the King Center of the Becker Library. She has two speakers in mind but did not wish to reveal who they are just yet.
2. Jennifer, Jackie and Holly make up the ad hoc committee to review recognition for retiring members. They have a conference call scheduled for tomorrow. A member who has not been particularly active might receive a nice certificate, but someone who has made a greater contribution may be given more. They hope to have a plan to present at the year's final board meeting, with suggested dollar limits.

V. October 11 Special Workshop – Wrap-up and future recommendations (Jackie Hittner)

1. Attendance was high [exact figure not given]; it was very well received. Jennifer sent his powerpoint presentation to those who attended.
2. His expenses were \$2,475.64 (all taken from the MCMLA 2011 profits); this was kept low because Washington U paid his airfare since he also spoke to their staff, the hotel gave a discount to Jackie's employer, and Webster U didn't charge for their meeting space.
3. There was a follow-up survey; only 8 responded, but Jackie read several comments praising the value of Dr. Stephen's talk. 7 respondents indicated that they wanted more ½ day SLML events with application beyond just medical libraries. 4 would pay up to \$20, 3 up to \$35, one as much as \$50 to attend.
4. Jackie would like to have Michelle Kraft (Krafty Librarian and next MLA President) speak. We'd like a similar-caliber speaker every 3 or 4 years, if possible in partnership with other library organizations such as SLA.

VI. Old Business – Recognition & Awards Procedure -- update from committee on progress with new retiree criteria [see: IV g.]

VII. New Business -- Set February board meeting, other? Maria will schedule a Monday afternoon meeting in Feb., as that is what most people preferred; Cheryle can't come on Mondays but the Governance committee won't be ready to present revisions that quickly anyway. Perhaps the following meeting could be on Thursday afternoon again.

VIII. Adjourn

Submitted Jan. 21, 2014 by Marysue Schaffer, in lieu of the Secretary who was unable to attend.