

***NLHLA Annual General Meeting
Minutes, May 4, 2012
Inco Centre, Memorial University of Newfoundland***

Present: Annette Anthony, Linda Barnett, Patti Bryant, Karen Darby, Lori Fleming, Dion Fowlow, Shannon Gordon, Stephanie Harlick, Kelly Hatch, Karen Hutchens, Pam Morgan, Debbie O'Reilly, Stacey Penney, Jordan Pike, Kristen Romme

1. Agenda

There were no additions to the agenda. Moved by L. Barnett, Seconded by S. Penney that that agenda be accepted – CARRIED.

2. Minutes of May 20, 2011

There was one correction: Stacey Penney indicated that she should be added to the list of those present last year. Moved by K. Darby, seconded by A. Anthony that the minutes of May 20, 2011 be adopted as corrected – CARRIED.

3. Business Arising

a. Professional Development Grant. Vice-President A. Farrell took the lead and made this happen, obtaining a generous donation from Elsevier. The terms of reference and application form are available on the website and information was circulated to the membership. However no applications have been received to date.

b. Sponsors for the Workshop. The executive did not pursue all suggestions but were selective. Doug Murdoch of Ovid has been a big supporter of the lunch for many years. This year we approached Ebsco to sponsor the coffee break as both Memorial and NLHKIN have several of their full-text databases, and they agreed. Unfortunately their representative had to cancel her presentation at the last minute. The room for this year was provided free by Memorial.

c. Social Events. There were three social events scheduled during the past year, in the form of dinners. One had to be cancelled but the other two were well received. It was agreed that we would try and continue these. K. Darby indicated that the NLLA Happenings committee would be happy to do a joint event. Suggestions for other events to try included curling, a boat tour, and lasertag.

4. President's Report

The President's Report was distributed. S. Gordon highlighted the CHLA Chapter Initiatives grant that we received to bring in outside speakers and the Professional Development Grant. The web committee will be reporting later in the meeting.

a. Thank you's. A big thank you was given the vendors, CHLA, our speakers, and the convenors for making today's meeting possible.

b. CHLA Chapter Gift. At the CHLA conference banquet, each chapter brings a gift for a draw. Suggestions for this year's gift were: NL Chocolate Company, NL slate, partridgeberry blank at Piper's.

c. Presidents Luncheon at CHLA. Also at the CHLA conference, there is a Chapter President's luncheon where the various presidents can get together to provide feedback to one another and ask questions of one another as to what is working or not working for the various chapters. S. Gordon will be attending on our behalf this year.

d. Webinar. Our morning speakers are here due to funding from the CHLA Chapter Initiatives Grant and are this afternoon at Memorial recording the session as a webinar for CHLA. This is something that CHLA is trying as another way to provide CE to the chapters, and ours is the first recorded CE session for CHLA. K. Darby suggested that Robyn and Kathleen/CHLA be made aware of the EI sessions and perhaps this would be another venue for the session. There was no cost for the recording as HSIMS at Memorial's Faculty of Medicine does this on a regular basis, has all the equipment, and generously agreed to provide complete technical support.

S. Gordon moved and D. O'Reilly seconded the adoption of the President's Report – Carried.

5. Secretary-Treasurer's Report The Secretary-Treasurer's Report was distributed. There was no unusual secretarial business and membership is holding steady. An error with addition was noted on the Treasurer's Report, whereby the Workshop Grant Expenses were not subtracted from the total. Moved by P. Morgan and seconded by S. Penney that the Treasurer's Report be adopted as amended and that an amended version be sent to the members – CARRIED.

6. New Business

a. Website. There was discussion last year to overhaul the website. A call was made on the listserv and a committee formed to bring recommendations back to the executive. The report of the committee was distributed. K. Hutchens was asked to speak to the report.

Clarifications:

- Because it is sometimes hard to get volunteers for the executive, the committee felt it better to leave the editing of the website to the executive instead of having a website committee. K. Darby, D. O'Reilly, and P. Bryant volunteered to be involved with the website. It was agreed that one person from the executive should be on the website committee as a liaison. Terms of Reference for the committee need to be drafted.
- The software is free, CHLA will host it, but the chapter is responsible for coding/editing.
- K. Hutchens was unable to answer specifics about the software they were recommending in terms of privacy and terms of use for accounts, whether all individuals needed accounts, etc. Another committee member had dealt with this. Another member familiar with the software believed that one account could be shared for editing and that there were different levels of access.
- K. Darby offered to look into free online training. There was a suggestion that L. Glynn may already be trained and able to train others.

Amendments:

- Moved by P. Bryant and seconded by K. Darby that recommendation #3 be amended to read:
- The Committee recommends that 2 to 3 members of the executive NLHLA are trained in Wordpress and assigned the responsibility of administering the site. One would be the main administrator, the other others backup. It is not recommended that all members of the Executive be trained to act in this capacity. The outgoing administrators should provide training for the new executive members.
- CARRIED
- Moved by K. Hatch and seconded by P. Bryant that the four recommendations of the report, one amended, be accepted as a group.
- CARRIED

b. Listserv Discussion Series. The Listserv Discussion Series was started as a way to try and increase discussion on the list. Over the course of several months, members of the executive sent out a blog posting and a couple of questions to trigger a discussion which would be “open” for two days, following a “hot topic” approach. It did generate some discussion although not a lot. Much discussion ensued:

- A “now being discussed” post should go to the listserv, but the actual discussion should be on the new blog/website. We will leave it as it is for now until the site is up and running.
- A sign-up sheet was circulated for members to volunteer to find a posting for a particular month and kick-start the discussion. It can be any library topic of interest, and it does not necessarily have to be a blog posting – this was chosen as everyone would have ready access to it, but it could be another listserv posting, an article, etc. ([see below for list](#))
- It was clarified that any question that members have can be posted out to the list; questions to the list do not have to be association “business”

7. Round table

- Anthony, DFO – the library is still in storage due to structural issues. The new library is scheduled to open in Spring 2013.
- K. Hutchens, D. O’Reilly, CNS – CNS had hoped to amalgamate with Memorial in 2012, but 2013 is the new target date. Their site is being set up for Memorial wireless access next week, and all staff are being provided with Memorial email accounts.
- L. Barnett, HSL – George Beckett has retired. There was a major flood just before Christmas that has taken several months to recover from. She will post her annual report out to the list.
- K. Romme, Janeway – she has taken over from Kelly and is trying to promote the centre. She is trying to meet with XX to set up some joint things.

- J. Pike, St. Clare's – the regular library clerk is back after an absence of 1 ½ years. They have been updating their Internet site. He came back from vacation to find a new reporting structure in place for the library, but so far all seems to be business as usual.
- K. Hatch, HSL – is at the HSL on contract filling in while Alison is on leave.
- S. Harlick, HSL Archive – the federal grant programme that she has used in the past has been terminated. Her latest grant clued up in March, and was her fifth in ten years. The archives collection is still growing.

8. Elections

- Moving from Vice-President to President: Alison Farrell.
- Elected as Secretary/Treasurer: Patti Bryant
- Elected as Vice President/President Elect: Debbie O'Reilly

9. Any Other Business

L. Barnett noted that it was an issue every year with trying to incorporate people from outside St. John's, and suggested that the executive seriously look at some way to accommodate this, whether by skype, webinar, teleconference, or video conference, even if we simply post a recorded session afterwards. There should be sufficient monies in the budget to pursue this each year. While this would limit the variety of places we could hold the meetings, several places at Memorial were mentioned as being able to accommodate this: Library Conference Room in the QEII Library, Telemedicine in the Faculty of Medicine, and the Beatrice Watts Boardroom in the Curriculum Materials Centre. S. Gordon noted that we almost had this set up for this year, but it was a last minute thing and just couldn't get done.

10. Adjournment

L. Barnett moved adjournment. P. Morgan seconded. Adjourned.

NLHLA Listserv Discussion Series Sign-up Sheet

June 2012	Kelly Hatch
July 2012	Linda Barnett
August 2012	Pam Morgan
September 2012	Kristen Romme
October 2012	Dion Fowlow
November 2012	Stephanie Harlick
December 2012	Debbie O'Reilly
January 2013	
February 2013	
March 2013	Patti Bryant
April 2013	Annette Anthony

2012 NLHLA President Report

I have genuinely enjoyed working with Alison and Pam on this year's Executive. We accomplished a lot during the past year, and I hope that members find our work to be relevant and beneficial. Highlights include:

CHLA Chapter Initiatives Fund

Last fall, the Executive submitted a successful CHLA Chapter Initiatives Fund application totaling \$3,490. CHLA's financial support has given 100% funding to fly in New Brunswick's Kathleen Gadd and Robyn Butcher as speakers for this year's Workshop. Following the 2011 event, mobile resources in the clinical context emerged as a recurring theme of interest among members. The Executive used this evidence as the inspiration for the application, and it was especially exciting to have it approved.

Professional Development Grant

In March 2012, the Executive launched the Professional Development Grant. Generously sponsored by Elsevier, Alison spearheaded this timely initiative, which gives members the opportunity to apply for funding to participate in various professional development opportunities, such as workshops and conferences.

Website Makeover

In Winter 2012, a committee was formed to explore a complete website makeover. Special thanks to Lindsay Glynn, Karen Hutchens, and Barbara Reid, for volunteering on this project. Their work will greatly enhance NLHLA's web presence and visibility. Their report and recommendations are currently being distributed to members.

Annual Workshop/AGM

This year's event will examine a diverse range of topics, and is only possible due to our knowledgeable speakers, conveners, and attendees. Our sponsors have also helped make the event a success, with a special thank you to Ovid for generously sponsoring lunch, and EBSCO for generously sponsoring the morning coffee break. We are also delighted to have Ovid's Doug Murdoch and EBSCO's Shelley Singh on site for the event.

Dinner Outings

Too often, one of the few times members connect in person is at the annual Workshop. To increase year round networking, the Executive organized three dinner outings: Mama Soula's in September, Yellow Belly in December, and the Wedgewood Café in February (which was unfortunately cancelled). Attendance and feedback was very positive, and suggests it is worthwhile to continue with this social event.

Listserv Discussion Series

In October, the Executive launched a new discussion series on the listserv as a way to generate discussion on timely topics. Taking turns, each Executive member was responsible for sending a discussion worthy blog posting which would remain open for the next 48 hours. Topics ranged from copyright, information literacy, QR codes, and

PubMed's Clinical Queries feature. A slight increase in listserv exchanges has been observed, and these topics provide a simple way to discuss issues impacting our work.

Upcoming

A stellar lineup exists for next year's Executive, with more details to be shared at the AGM. Also, I am attending the CHLA Chapter Presidents' Luncheon at the CHLA Conference in mid June. If anyone has feedback for me to bring to the group, please let me know and I will be sure to explore.

Submitted by Shannon Gordon

April 24, 2012

May 1, 2011-April 30, 2012

DATE	Membership Credits	Interest Credits	Grant Credits (CHLA)	Grant Credits (PD Grant)	Bank Charge Debits	CHLA Dues Debits (NLHLA Pres.)	AGM/Workshop Debits	Chapter Gift Debits	Grant Debits
16-May-11							\$40.00		
16-May-11	\$80.00								
3-Jun-11	\$380.00								
3-Jun-11							\$250.61		
3-Jun-11								19.20	
11-Oct-11	\$40.00								
31-Oct-12		0.42							
14-Mar-12				\$482.50					
14-Mar-12			\$2,660.00						
16-Apr-12									829.70
17-Apr-12									829.70
TOTAL	\$500.00	\$0.42	\$2,660.00	\$482.50	\$0.00	\$0.00	\$290.61	\$19.20	\$1,659.40

Newfoundland and Labrador Health Libraries Association

Treasurer's Report May 1, 2011 - April 30, 2012

Description	Income/Expenses	
Opening Balance		\$1,659.70
Income		
Memberships	\$500.00	
Interest	\$0.42	
PD Grants	\$482.50	
CHLA Workshop Grant	\$2,660.00	
Total Income		\$3,642.92
Expenses		
Bank Charges	\$0.00	
CHLA Chapter Gift	\$19.20	
CHLA Mbrship (NLHLA President)	\$0.00	
AGM/Workshop	\$290.61	
Workshop Grant Expenses	\$1,659.40	
Total Expenses		\$1,969.21
Balance		\$3,333.41

Submitted: P. Morgan 03-May-12
revised 29-May-12

May 1, 2011-April 30, 2012

DATE	Membership Credits	Interest Credits	Grant Credits (CHLA)	Grant Credits (PD Grant)	Bank Charge Debits	CHLA Dues Debits (NLHLA Pres.)	AGM/Workshop Debits	Chapter Gift Debits	Grant Debits
30-Apr-12		0.46							
4-May-12							\$249.73		
4-May-12									\$500.00
4-May-12									\$500.00
28-May-11	\$340.00								
28-May-11									\$100.00
28-May-11									100.00
28-May-11									324.80
28-May-11			-275.80						
TOTAL	\$340.00	\$0.46	\$275.80	\$0.00	\$0.00	\$0.00	\$249.73	\$0.00	\$1,524.80

Newfoundland and Labrador Health Libraries Association

Treasurer's Report May 1, 2012 - April 30, 2013

Description	Income/Expenses	
Opening Balance		\$3,333.41
Income		
Memberships	\$340.00	
Interest	\$0.46	
PD Grants	\$0.00	
CHLA Workshop Grant	-\$275.80	
Total Income		\$64.66
Expenses		
Bank Charges	\$0.00	
CHLA Chapter Gift	\$0.00	
CHLA Mbrship (NLHLA President)	\$0.00	
AGM/Workshop	\$249.73	
Workshop Grant Expenses	\$1,524.80	
Total Expenses		\$1,774.53
Balance		\$1,623.54

Submitted: P. Morgan 03-May-12