
MINUTES

**Newfoundland and Labrador Health Libraries Association
2015 Annual General Meeting
Friday, April 17, 2015 3:00 p.m.
McCann Room, Education Building, Memorial University**

Present: Patti Bryant, Karen Darby, Alison Farrell, Dion Fowlow, Lindsay Alcock, Karen Hutchens, Pamela Morgan, Debbie O'Reilly, Jordan Pike, Barbara Reid, Kristen Romme, Michelle Swab, Courtney Penney, Janet Bangma, Lorna Adcock, Andrea Johnston

Minutes taken by Karen Hutchens.

1. Agenda – adopted as amended
2. Minutes – adopted as presented
3. Business Arising
 - a. NLHLA Archives – Alison Farrell adapted Terms of Reference from the CHLA Guidelines. Point of information: If a document is archived that should be restricted, it can be restricted at the time of deposit.

Lindsay suggested an email vote. Kristen said to send any comments to her by next week. We will hold a vote by email soon. The draft version and accumulated comments will be sent to the membership for consideration.
4. President's Report – Over the past year the NLHLA Executive dealt with a few different projects and held a number of events. Highlights include:
 - a. Website Updates: We finished moving the NLHLA website from the MUN staff server to WordPress. The old NLHLA site has been taken down. The new site features the new NLHLA logo that was chosen after a vote at last year's AGM. The content has also been reorganized slightly to make the site more user-friendly. The URL of the new site is: <http://chla-absc.ca/nlhla/> and there is a redirect set up at <http://www.nlhla.ca>.
 - b. Documentation: We set up a Google account for the NLHLA Executive for sharing files and information, and we have started to document common procedures to form an NLHLA Executive Manual. This is an ongoing project, but we made a good start.
 - c. Social Events: We held two events for members to network and socialize with each other outside of work. We had a dinner at Merlo's Press and Bean on

October 24 that was particularly well attended, and another at The Guv'nor on February 20.

- d. Educational Events: We also had two educational events, courtesy of the Health Sciences Library, who kindly invited NLHLA members to join in their lunch and learn sessions. We had one session on keeping up to date in the library world, presented by Michelle Swab, and one on open educational resources presented by Lorna Adcock.
- e. Annual Conference and AGM: We have a great program lined up for the conference this year. Thank you to all of our speakers, especially our external speakers. Special thanks in particular to our sponsors Ovid and CADTH.

The President's Report was accepted as read.

- 5. Treasurer's Report adopted as presented (at end of minutes)
- 6. New Business –
 - a. NLHLA payment of the President's CHLA membership fee – NLHLA will pay the President's membership fee if it isn't covered by the President place of work.
 - b. CHLA Chapter Gift – Michelle will purchase the gift and be reimbursed. Michelle will attend the CHLA Chapter President's lunch.

7. Roundtable

- a. Janet Bangma – Health Sciences Library: Staffing – Janet started as the new AUL (Associate University Librarian) in July. Kristen Romme started with the HSL in September and Shannon McAlorum will start in May. Andrea Johnston is the summer co-op student. The PC Consultant position was filled and then vacate again. Lorna Alcock has joined the HSL from the QEII library. Two staff members are on leave but this is most fully staffed the HSL has been in a long time.

HSL has a new contract with library services platform called Primo. June 16th is the go live date. It is a task orientated system which will change the work flow. Staff will need retraining.

NHLKIN held a strategic planning meeting on Thursday, April 16th. The day's schedule included:

Where are we?

Environmental Scan – Michelle Swab, NLHKIN Coordinator

Where can we go?

Health Library Collaboration in NS – Penny Logan (via teleconference)

Introduction to CAUL – Kathryn Reddy (via teleconference)

Debrief – Michelle Swab

Where do we go from here?

Discussion & formulate plan to move forward

The plan:

- Go back to organizations and begin to have conversations about working together more collaboratively as an organization
- Get website redesigned
 - Committee: Karen, Barbara, Michelle
- Look at collections
 - Tentative plan, but needs more discussion
- Social Media Presence Discussions/Marketing
 - Rotating responsibility
- Poster?
- Talk to individual members about changes?
- Teleconference setup once CAUL-CBUA Quote comes in
- If Stat!Ref titles are really important, please let Pam know

Janet also said that there will be financial challenges for HSL in the coming year. Lorraine Busby will be stepping down as university librarian in December 2015. There was a small mercury spill from a donated antique blood cuff. Janet said that it is important to treat any accident regardless of the size with the same care and attention. HSL is also taking on a more expertise role with research at MUN. Alison is involved with data management projects.

- b. Jordan Pike – Eastern Health has completed their intranet. Jordan is responsible for making the changes to his department's site within the intranet. Eastern Health has a new CEO, David Diamond.
- c. Courtney Penney – Central Health: Courtney is Central Health's newest librarian. The position has been vacate for more than 5 years. There is a lots of budget constraints at Central Health.
- d. Debbie/O'Reilly/Karen Hutchens – At the Centre for Nursing Studies, exam stress relief events were held in December and April for the first time. Accreditation went well and the initial report is good. There is a new director for CNS. Amalgamation with MUN is off the table for now but could happen at any time.

- e. Barbara Reid – Her position is more library-focussed, there are many webinars, but much less Microsoft training. She has a new manager.
- 8. Elections – Secretary/Treasurer – Karen Hutchens – Acclaimed
Vice President/President-Elect – Courtney Penney– Acclaimed
President – Michelle Swab – Advanced
- 9. Any Other Business – Janet thanked the NLHLA executive for organizing the conference. She asked if the receipts and conference forms could reflect that the fee for library staff is for conference registration and the fee for librarians is for membership fees.

Lindsay wondered about our AGM meeting rules. Pam said that we try to follow Robert's rules. Kristen said that she will write up guidelines.

- 10. Adjourned at 4:10 pm

| May 1, 2014 - April 16, 2015 | | | | | | | | | | |
|------------------------------|--------------------|------------------|----------------------|--------------------------|--------------------|--------------------------------|----------------------|---------------------|--------------|----------|
| 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 | MISC |
| 12-May-14 | \$220.00 | | | | | | | | | |
| 21-May-14 | | | | | | | | | | |
| 30-Jul-14 | | | | | -\$30.52 | | | | | |
| 16-Jul-14 | \$80.00 | | | | | | | | | |
| 6-Oct-14 | \$20.00 | | | | | | | | | |
| 8-Oct-14 | \$20.00 | | | | | | | | | |
| 15-Oct-14 | | | | | | | | | | |
| 29-Oct-14 | \$20.00 | | | | | | | | | |
| 31-Oct-14 | | \$0.33 | | | | | | | | |
| 10-Dec-14 | | | | | | | | | | |
| 16-Jan-15 | \$20.00 | | | | | | | | | |
| 22-Jan-15 | \$20.00 | | | | | | | | | |
| 20-Feb-15 | | | | | | | | | | |
| 2-Mar-15 | \$20.00 | | | | | | | | | |
| TOTAL | \$420.00 | \$0.33 | \$0.00 | \$0.00 | -\$30.52 | \$0.00 | -\$195.72 | -\$39.49 | \$0.00 | -\$33.08 |

Newfoundland and Labrador Health Libraries Association

Treasurer's Report

May 1, 2014 - April 16, 2015

| Description | Income/Expenses | |
|-------------------------|-----------------|---|
| Opening Balance | \$1,308.52 | \$1,308.52 |
| Income | | |
| Memberships | \$420.00 | |
| Interest | \$0.33 | |
| Total Income | \$420.33 | \$420.33 |
| Expenses | | |
| Bank Charges | -\$30.52 | |
| CHLA Workshop Grant | \$0.00 | |
| CHLA Chapter Gift | -\$39.49 | |
| CHLA Mbrship (NLHLA Pre | \$0.00 | |
| AGM/Workshop | -\$195.72 | |
| PD Grants | \$0.00 | <i>(Projected amount was reported last fiscal year)</i> |
| Workshop Grant Expenses | \$0.00 | |
| MISC | -\$33.08 | |
| Total Expenses | -\$298.81 | -\$298.81 |
| Balance | | \$1,430.04 |
| Submitted: K. Hutchens | | |