
MINUTES

**Newfoundland and Labrador Health Libraries Association
2016 Annual General Meeting
Friday, May 6, 2016 3:30 p.m.
Centre for Nursing Studies, Southcott Hall, Room 126**

Present: Patti Bryant, Karen Darby, Alison Farrell, Dion Fowlow, Lindsay Alcock, Karen Hutchens, Pamela Morgan, Debbie O'Reilly, Barbara Reid, Kristen Romme, Michelle Swab, Janet Bangma, Kate Shore, Shannon McAlorum, Shelia Tucker

Minutes taken by Karen Hutchens.

1. Agenda – adopted as presented
2. Minutes – adopted as amended; Noting the following changes from the minutes of April 17, 2015:
 - From item 7 a. The sentence is “MUN libraries have a new contract with the library services platform Alma/Primo.”
 - From item 8, Secretary/Treasurer – Karen Hutchens – Advanced.
3. Business Arising
 - a. NLHLA Archives –Terms of Reference for deposit of archival material were approved by the NLHLA membership via email in August 2015. Association records, minutes, & documentation were deposited in Faculty of Medicine Founders' Archive in September.
 - b. Guidelines for Robert’s Rules of Order – M. Swab thanked P. Morgan for her help with the guidelines. M. Swab has made a chart of what needs to happen during meetings with regards to Robert’s Rules of Order. The chart will be in the NLHLA Google documents.
4. President’s Report –Events and activities of the NLHLA Executive during the past year include:
 - **Executive Vacancy:** Courtney Penney, VicePresident/ PresidentElect, submitted her resignation from the NLHLA Executive on October 1, 2015. Ms. Penney accepted a position with NL Public Libraries. NLHLA members approved a proposal to fill the vacant executive position immediately. Shannon McAlorum, Public Services Librarian at the Health Sciences Library, Memorial University, was acclaimed as VicePresident/PresidentElect for 2015/2016.
 - **Website:** The NLHLA Wordpress website was migrated to a new server in September. Natalie Clairoux, CHLA Secretary, provided a great deal of support and assistance during the migration process. The NLHLA website is now fully secure and

functional. Shannon McAlorum setup a weekly backup of the website to a remote location (DropBox) via the Wordpress UpdraftPlus plugin.

- **Archiving of Association Documents:** Terms of Reference for deposit of archival material were approved by the NLHLA membership via email in August 2015. Association records, minutes, & documentation were deposited in Faculty of Medicine Founders' Archive in September.
- **Canadian Federation of Library Associations (CFLA):** The Newfoundland and Labrador Libraries Association (NLLA) invited NLHLA and several other provincial associations to a meeting on March 10 regarding a provincial association membership in CFLA. The minimum membership fee for an association to join the CFLA is \$300. NLLA is proposing that associations in the province join together to obtain one association membership for all library associations in the province. The exact financial model is yet to be determined. The advantages of joining with NLLA on CFLA association membership include voting rights, a communication channel, and a mechanism for representation on the CFLA executive board. CHLA is also examining whether or not it will participate in the CFLA. CHLA executive did not anticipate that CHLA chapters would participate in CFLA independently from CHLA. In the most recent federation proposal, CHLA would not have representation on the CFLA board. More info about the proposed federation is available here:
http://www.cla.ca/wpcontent/uploads/Proposal_Cdn_federation_library_associations_Final_2015_12_18_EN.pdf
- **Documentation:** The NLHLA Executive continues to share files and information via a shared Google account. We have also benefited from the NLHLA Executive Manual, and have been working to keep the NLHLA Executive Manual up-to-date throughout the year.
- **Social Events:** A dinner was held at Red Rock Bar & Grill on December 3, 2015. The event was well attended.
- **Educational Events:** Memorial University Health Sciences Library invited NLHLA members to join a lunch and learn session. Web conferencing was available for distance attendees. Shannon McAlorum presented a session titled Flipped instruction on August 26, 2016.
- **Annual Conference and AGM:** The 2016 NLHLA Annual Conference and AGM will be held on May 6. The NLHLA executive wishes to thank the presenters as well as our terrific sponsors, CADTH and Ovid.

The President's Report was accepted as read.

Discussion on CFLA- A. Farrell thought we should wait for CHLA's decision about CFLA. L. Alcock said that CFLA is new and we should wait until everything is

straightened out before making any decisions. K. Darby is going to APLA's general meeting and will send a report about CFLA to NLHLA's listserv.

5. Treasurer's Report adopted as presented (at end of minutes)
6. New Business
 - a. CHLA Chapter gift – M. Swab asked if we want to continue giving a Chapter gift. The members said yes. She asked for gift ideas. Members made suggestions. S. McAlorum will attend the Chapter's president meeting at CHLA 2016 and will buy a gift.
 - b. Canadian Federation of Library Associations – Discussed under item 4.
7. Roundtable
 - a. B. Reid- Things are as usual at her library. She has been doing more library related duties in the past year. She has had journal cuts.
 - b. K. Hutchens – The Centre for Nursing Studies has reduced the library's evening hours by half and also made cuts to the journal budget. They have converted one of their library rooms into a collaborative learning room that can stay open after the library closes.
 - c. J. Bangma – The Health Sciences Library is currently stable in regards to staffing. There will be a new Dean of Medicine and the position for Dean of Pharmacy is vacant. They are waiting to see who receives the position of University Librarian for MUN.

The HSL was mentioned in the provincial budget report. HSL also undertook two initiatives during the past year. One was a wellness initiative where the staff are improving their physical health by recording their physical activity as kilometers travelled. The second initiative is library leadership. They have created a strategic plan for the library for the next two years. HSL hosted a symposium about Dr. Cluny Macpherson. Dr. Macpherson invented the gas mask and the library obtained a World War I gas mask for display.

MUN libraries have implemented the Alma/Primo system. HSL has changed its' hours of operation.

Monday	8:00 am - 10:30pm
Tuesday	8:00 am - 10:30pm
Wednesday	8:00 am - 10:30pm
Thursday	8:00 am - 10:30pm
Friday	8:00am - 6:00pm
Saturday	10:00am - 6:00pm
Sunday	10:00 am -10:30 pm

The changes in hours were implemented due to changes in use and not budget constraints.

There is a new Business Analyst, Denise Dunphy, working with the MUN libraries on cross-library activities. She is investigating better ways to access internal library information.

J. Bangma posed a question for the NLHLA members: Does NLHLA have any ideas about how to speak out about the recently announced Newfoundland and Labrador Public libraries closure?

A discussion occurred among the members. L. Alcock, the incoming CHLA president, said that CHLA will be responding to the closures. Members agreed to wait to see what CHLA will do. Members are willing to sign a CHLA letter supporting public libraries and encouraging the government to keep the libraries open.

L. Alcock – She spoke about CHLA 2018. The Sheraton Hotel is the only hotel big enough in the city to accommodate CHLA conference. She will find out when the hotel will require the down payment for the conference. NLHLA will soon has access to the CHLA planning files. Logos for the next few CHLA conferences have already been designed. NLHLA will have to create a conference theme.

L. Alcock also said that CHLA wants all chapters to present any webinars that they offer to all CHLA members and not just their own chapter members. A. Farrell said that it sounds intimidating to present a national webinar but it isn't. She encouraged members to do a webinar.

8. Elections

Secretary/Treasurer – Alison Farrell – Acclaimed

President – Shannon McAlorum – Advanced

Vice President/President-Elect – elections for this position is postponed for a month in order to consult with members unable to attend the AGM.

9. Any Other Business –None.

10. Adjourned at 4:10 pm

April 17, 2015 - April 30, 2016										
DATE	Membership Credits	Interest Credits	Grant Credits (CHLA)	Grant Credits (PD Grant)	Bank Charge Debits	CHLA Dues Debits (NLHLA Pres.)	AGM/Works Credits	AGM/ Workshop Debits	Chapter Gift Debits	Grant Debits
15-Apr-15	\$20.00									
16-Apr-15								(\$47.43)		
17-Apr-15	\$260.00									
18-Apr-15								-\$9.35		
20-Apr-15	\$20.00									
24-Apr-15	\$40.00									
24-Apr-15							\$225.00			
30-Apr-15		\$0.35								
13-May-15								-\$208.24		
26-May-15	\$40.00									
1-Jun-15	\$20.00									
11-Jun-15	\$20.00									
20-Jul-15	\$20.00									
30-Oct-15		\$0.45								
16-Nov-15	\$20.00									
11-Mar-16							\$500.00			
29-Mar-16	\$40.00									
8-Apr-16	\$40.00									
29-Apr-16		\$0.46								
TOTAL	\$540.00	\$1.26	\$0.00	\$0.00	\$0.00	\$0.00	\$725.00	-\$265.02	\$0.00	\$0.00

Newfoundland and Labrador Health Libraries Association

Treasurer's Report

April 17 - April 30, 2016

Description	Income/Expenses	
Opening Balance	\$1,430.04	\$1,430.04
Income		
Memberships	\$540.00	
AGM/Workshop	\$725.00	
Interest	\$1.26	
Total Income	\$1,266.26	\$1,266.26
Expenses		
Bank Charges	\$0.00	
CHLA Workshop Grant	\$0.00	
CHLA Chapter Gift	\$0.00	
CHLA Mbrship (NLHLA Pre	\$0.00	
AGM/Workshop	-\$265.02	
PD Grants	\$0.00	<i>(Projected amount was reported last fiscal year)</i>
Workshop Grant Expenses	\$0.00	
MISC	\$0.00	
Total Expenses	-\$265.02	-\$265.02
Balance		\$2,431.28
Submitted: K. Hutchens		