
MINUTES

**Newfoundland and Labrador Health Libraries Association
2019 Annual General Meeting
Thursday, May 16, 2019, 12:45 pm
Health Sciences Library, Health Sciences Centre
Memorial University**

Present: Dion Fowlow (chair), Jordan Pike (recording secretary), Lindsay Alcock, Alison Farrell, Michelle Swab, Kim Hancock, Janet Bangma, Karen Hutchens, Karen Darby, Pam Morgan, Barbara Reid, Sheila Tucker, Amy Clark

Regrets: Michael Power, Kristen Romme

A land acknowledgement statement was read to recognize the enduring relationship that exists between Indigenous Peoples and their traditional territories.

1. Approval of Agenda – Approved as presented. Adopted by DF, seconded by Karen H. Vote was unanimous. Carried.

2. Minutes of April 12, 2018 – adopted as presented. Motion made by AF, seconded by MS. Vote was unanimous. Carried.

3. Business Arising – AF questioned funds received by CHLA for hosting/planning the 2018 CHLA conference. Per the minutes of April 12, 2018, it was recorded that NLHLA would receive \$1600 and there would be an additional \$1000 for a wrap-up party for Conference Planning Committee members and volunteers. Only \$1600 was received. LA believed that subsequent correspondence with CHLA only indicated \$1600.
ACTION ITEM: LA will explore.

4. President's Report – JP asked about secretary/treasurer's term as indicated on the report (3 year). The constitution was consulted and it was determined that the term is 2 years. No further discussion.

a. NLHLA hosted the 2018 CHLA conference.

b. No NLHLA conference for 2019, only AGM. There will be a continuing education session in the fall.

c. Attended monthly teleconferences between CHLA board and chapter presidents, and the chapter president's lunch at 2018 CHLA conference. Some discussions included new financial reporting terms for CHLA chapters, and land acknowledgements/truth and reconciliation statement.

5. Treasurer's Report – Accepted as presented. No discussion. Moved by JP, seconded by PM. Vote was unanimous. Carried. Report is attached at end of minutes.

6. New Business

a. Rules of Order – LA suggested that we move from using Robert's Rules of Order to a less rigid set of rules for the NLHLA's meetings, similar to the new rules adopted by the CHLA board for their meetings. Discussion ensued. KD thought that Robert's Rules should still be used for formal/constitutional issues/changes. PM stated that she would like to see the new rules prior to adopting. Motion made by LA, seconded by JP, to use the same rules as CHLA uses in board meetings. Vote was 11 for, and two abstentions. Carried.

b. CHLA/ABSC Financial Reporting – LA provided a summary of the new information that the CHLA requires from chapters, along with the CHLA's reasoning. There was some discussion and ST asked about the CHLA's policies and practices were to ensure confidentiality of information.

ACTION ITEM: LA said that she would check with the board.

c. Membership Fees 2019-2020 – Current Executive has set the membership fee at \$20 for the 2019-2020 year. It will include continuing education in the fall.

d. Chapter gift for CHLA/ABSC Conference – MS to pick out chapter gift for CHLA/ABSC conference for about \$50.

e. CE/PD Fall 2019 – There was a discussion and request for suggestions for CE/PD in the fall, 2019. LA pointed out that we could apply for CHLA funding for bringing in a speaker. Karen H. noted that interesting topics were included in recent conference programs, such as APLA. AF suggested research data management as a topic. JP suggested copyright. DF said to think about and send ideas to the executive.

f. Chapter Viability Discussion – LA led a discussion regarding what can be done to reenergize the chapter. Karen H. suggested CE and/or social events, or a combination of the two. AF brought up revisiting lunchtime sessions – there was general agreement that they would work. LA noted that all membership has to be engaged for the chapter to be a success. LA asked if there was anyone willing to help out the executive. AC volunteered. LA asked what the membership finds beneficial from the chapter. ST said CE. Kim H. noted that networking is important.

ACTION ITEM: LA will put out a call for ideas of topics for lunchtime sessions.

Membership can then pick topics to present. A schedule can be based on the response.

7. Roundtable

a. CADTH – ST – Librarians at CADTH are organizing a free webinar on "Finding the Evidence". It should be available in June or early fall.

b. Eastern Health – JP – Library and Information Services report to the Director of Research. The previous director retired and there is now a new director. Debra Kearsey

has retired after many years of service at the Waterford Hospital Library and she is greatly missed. It is uncertain what is going to happen with the position. Statistics are going up – coupled with DK's retirement, workloads are increasing. A current initiative is in the development of a new online training module for library services and resources. Looking at renewals of resources is ongoing.

c. CNS – Karen H. – Debbie O'Reilly retired. The position was filled by Jonathan Garland, M. Ed., with IT specialty. The library assistant position is currently vacant. It is very busy.

d. Memorial – MS – NLHKIN: Exploring the resources offered; the goal is to have a decision by the summer. NLHKIN has to be fiscally neutral. Looking to rationalize some invoicing issues.

PM – Archives: there is a new platform. Tech Services: going smoothly. Journals are back from offsite. There is a project regarding back-files.

LA – Public Services: also noted the significance of the return of previously offsite journals. Shannon McAlorum has left Memorial. Two positions were filled in Lending Services, but both are going on leave so the positions will have to be filled in the meantime. Patti Bryant retired – AC has filled her position. Librarians had a retreat. Have been busy with systematic reviews, research projects, and in the fall will be busy with instruction.

e. Western Health – Kim H. – Two staff positions retiring on August 31. Uncertainty on refilling of positions. Results from a library user survey were very positive and had a high response rate. There is a lot of work and have been busy. Working on a population health project in addition to regular library work.

8. Elections – There is one vacancy, Vice President. New positions will start effective immediately.

a. Vice President – by acclamation, Alison Farrell

9. AOB – LA – Thanked fellow executive members, DF and JP.

10. Adjournment – The meeting adjourned at 2:41 pm.

Newfoundland and Labrador Health Libraries Association
Treasurer's Report
May 1, 2018 – April 30, 2019

	Member-ship	Bank Interest	CHLA Grant	PD Grant	CHLA Conf. Planning	Bank Charges	CHLA Dues for NLHLA President	AGM / Workshop	Chapter Gift	Bursary / Grant	MISC
Date	Credits	Credits	Credits	Credits	Credits	Debits	Debits	Debits	Debits	Debits	Debits
05/07/18											20.00
05/22/18										500.00	
07/03/18										144.36	
07/16/18											72.35
09/21/18					1600.00						
10/31/18		0.37									
04/30/19		0.76									
	\$0.00	\$1.13	\$0.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$644.36	-\$92.35

Opening Balance (May 1, 2018): \$2,191.25

Income:

Date	Description	Amount
09/21/18	CHLA – Conference Planning Committee/Volunteers Incentive	1,600.00
10/31/18	Interest Earned from Bank	0.37
04/30/19	Interest Earned from Bank	0.76
Total Income:		\$1,601.13

Expenses:

Date	Description	Amount
05/07/18	Membership fee reimbursement (member paid x2 previous year)	20.00
05/22/18	NLHLA Bursary for CHLA	500.00
07/03/18	NLHLA Bursary for CHLA	144.36
07/16/18	Pizza for Registration Packaging for CHLA	72.35
Total Expenses:		\$736.71

Ending Balance (April 30, 2019): \$3055.67

Submitted by: Jordan Pike