

Medical Library Association
Philadelphia Regional Chapter
Board of Directors Meeting
Drexel University
Hahnemann Library
Philadelphia, PA 19107
November 10, 2008
10 am – Noon

Attendees: Etheldra Templeton, Chair; Rachel Resnick, Sheryl Panka-Bryman, Ellen Justice, Linda Katz, Gary Kaplan, Cynthia McClellan, Lenore Hardy, Anne Seymour, Stephanie Ferretti, Betty Warner, Joan MacKenzie

Absent: Laura Koepfler, Jeanette de Richemond, Barbara Henry, Esther Dell

1. The meeting was called to order by Etheldra Templeton at 10:00 a.m.
2. A motion was made and seconded to approve the Minutes of the September 2008 meeting.
 1. Gary Kaplan informed the Board of the intent to upload the Minutes to a password-enabled section of the MLA-Phil website. The Board requested that a draft version of the Minutes be reviewed before upload. A motion was made and seconded to approve this procedure.
 1. The Minutes of the September 2008 meeting will be uploaded to MLAPhil.org > Meeting Minutes. Users will be prompted for a password to view these pages.
 2. A draft version of the Minutes will be uploaded to Google Docs. All Board members will have access to this document for review. All changes will be sent to the Board secretary, Sheryl Panka-Bryman, for implementation.
3. **Treasurer's Report L. Katz**
 1. Linda Katz, Treasurer, reported that our current balance is \$18,559.04.
 2. Liability insurance has been purchased for all Board members at a cost of \$40 for this fiscal year. The cost is expected to rise to about \$300 for the next fiscal year.
4. **Committee Reports**
 1. **Bylaws Committee** **L. Hardy**
 1. Lenore Hardy reported that she has reviewed the revised MLA Model ByLaws for Chapters and that our Chapter is in full compliance with MLA standards. However, there are two areas for consideration:
 1. Article 4, Officers and Terms of Office, does not mandate single term limits for Board Officers. MLA-Phil's ByLaws state that officers may serve only one successive term.

2. Article 7, Standing Committees also does not mandate single term limits for members of a single committee.
3. Discussion was held about whether or not the WebMaster position should become a permanent Board position, when the membership should vote upon a ByLaws change that would accommodate the addition of this position to the Board, and whether the voting should be via paper ballot or electronic ballot. A motion was made and seconded to add the WebMaster as a Standing Committee, independent of the Communications Committee, that ballots will be distributed by email, but tallied via paper deposit, and that voting would occur at the Annual Meeting scheduled for April 15, 2009.

2. **Chapter Council**
Seymour

A.

1. Anne Seymour will be joining a committee charged with awarding the Majors Chapter Award of the Year.
2. Anne stated that there has not been a lot of activity with Chapter Council.
3. Anne was asked to get information on how Chapters handle their Annual Meetings.
4. There is concern that the attendance at the National Meeting in Hawaii will not meet the expected number due to the economic problems facing the membership libraries; however, there have been a record number of submissions for the Poster Sessions.

3. **Communications**
Resnick

R.

1. Rachel Resnick reported that there are now 107 subscribers to the email list.
2. The expected publication date for The Chronicle is 11/14/08.
3. The deadline for copy submission for the Winter 2009 issue is March 1, 2009.

4. **Development**
Justice

E.

1. Ellen Justice reported that she has ordered a printing of 500 new envelopes & letterhead with new logo from Minuteman Press, Wilmington, DE 19808 at cost of \$246.51.
2. A draft of a new form letter for previous contributors, those that have not contributed, and a contribution form have been distributed to the Board for comment. Ellen will rewrite the draft to incorporate the Board's suggestion that vendors fund specific awards, activities, or purposes. A document listing an overview of vendors and their previous responses was distributed.

3. Anne Seymour brought up that we're looking for sponsorship for Randy Brenner Consumer Health Award. The Board recommended that the name be changed to the Randy Brenner Memorial Consumer Health Award.
4. The Board agreed that something will be said about each of these people as the Award is distributed at the Annual Meeting.
5. Ellen conferred with the Board on several procedural questions, including vendors to contact, publicity of vendor contributions, the number of organizations and professionals committed to our Chapter. All details were resolved.

5. Education & Credentialing

J. de

Richmond

1. Jeanette de Richmond was not present at the meeting. She submitted a written report.
2. Fifteen people are signed up for the continuing education event, Geeks Bearing Gifts led by Gregg Headrick of the NN/LM, on Thursday, November 13th. Gary Kaplan will demonstrate mlaphil.org.
3. AHRQ has funded HCUP training. Training will likely be held next April on a Thursday afternoon at ECRI. ECRI will provide transportation from the Ambler train station.
4. A hands-on class on PubMed for Experts is available from MLA. The Board agreed that this is an excellent presentation and Continuing Education opportunity. Lenore Hardy offered Hahnemann's computer training lab for the workshop. The Board wants to make it available in February 2009.

6. Government Relations

S. Ferretti

1. Stephanie Ferretti spoke of the items posted to MLA-Phil's website:
 1. Dr. Raynard Kingston named Acting NIH Director
 2. Shawn Bentley Orphan Works Act (H.R. 5889)
 3. EPA Will Reopen Libraries
 4. Barack Obama and John McCain's stand on healthcare issues.

7. Membership

L.

Koepfler

1. Laura Koepfler was not present. She submitted a written report:
 1. Membership Renewal via Acteva
 1. Three new members joined from 9/19 through the present.
 2. Plans for 2009 Subscription Renewal
 1. The online form for 2009 Membership Renewal is presently under construction and will be posted in

early December 2008. Members will be reminded to renew via the Chapter Web site and listserv.

**8. Nominating
Warner**

B.

1. Betty Warner has agreed to serve as Nominating Chair. The only seat that needs to be filled is that of Program Chair. Andrea Kenyon has agreed to have her name added to the ballot.
2. Betty has asked for volunteers to help with the Awards function of this committee. According to the By Laws, only those members not holding a seat on the Board may participate in the committee work.
 1. Awards are given out for Appreciation, Technology, Achievement, Davis Award, and Consumer Health Award.
 2. The Board approved purchase of a new copy of Robert's Rules of Order for the Parliamentarian.
3. The slate of candidates will be mailed to those members unable to attend the Annual Meeting by mid-January. Members will be asked to print out the ballot and bring it to the Annual Meeting for tallying.

9. Program

1. Annual Meeting

L. Hardy

1. The Annual Meeting will be held April 15, 2009 at the College of Physicians.
 1. The College has agreed to waive the room cost.
 2. The caterer has agreed to discount his fees. The cost for the caterer for be \$1800-2000 for up to 60 attendees. This includes staff, food stations, butlered hors d'oeuvres, tables, table linens, and flowers.
 3. The College will provide wine and beer and we will reimburse them their costs.
 4. The Board agreed that a speaker will be engaged. Rachel Resnick is investigating topics and speakers available through the Pew Internet & American Life Project.
 5. The meeting will be held in the evening. The business meeting will open the meeting at 6:00 p.m., followed by the speaker, and a reception.
 6. The Board is considering a price of \$40 per person to attend.

**2. Joint Chapter Meeting
McClellan**

C.

1. Cynthia McClellan discussed the Tri-Chapter meeting scheduled for October 2009. The Steering Committee met in Atlantic City on October 24th. Highlights of the meeting (detailed in minutes and other documents, attached), included:
 1. Decision on Conference Title: “Three by the Sea.” Gina Kaiser’s (meeting Treasurer) husband is an artist and will work on a design. While she volunteered his services gratis, we felt that he should be paid for this valuable contribution.
 2. Meeting schedule decided (see handout). Two keynote speakers will kick off each day of programming. Day one will be Technology, while day two will focus on Patient Care. CE classes will be held before and after the main conference.
 3. Assignment of Committee Tasks: Draft has been completed by Steven Douglass (MAC) and will continue to be fleshed out using GoogleDocs.
 4. Creation of Steering Committee listserv. In order not to bog down the main Conference planning listserv, Gary Kaplan has created a separate listserv to enable us to communicate more effectively.
 5. Budget: All seed moneys have been received. Form created for individual committees to submit. Spreadsheet will also be placed on GoogleDocs to enable continuous updating. Budget estimates are due by December 1, 2008 and are expected to be approved at the December meeting. Cost of meeting estimated at \$225/person.

10. **Web Committee
Kaplan**

G.

1. Gary Kaplan had to leave before delivering his report.
 1. Gary attended a GPLLA training on how to use their website, powered by the open source CMS Drupal. Nicole Engard, the instructor, warned that there’s a very steep learning curve and doesn’t recommend we use it unless we have the people/time/money resources to develop it.
 2. The next major version of WordPress, 2.7, has been released in Beta. They did a lot of usability testing this time around so it should make contributing to the site easier. We’ll test it on the development server after it’s had a bit more time for bug fixes.

Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Nov 2008	2592	1487	1424	615	1621	403733	3694	8546	8925	15555
Oct 2008	2984	1763	1518	526	5438	2140110	16318	47078	54681	92527
Sep 2008	4877	2573	1910	918	5351	2730584	27565	57300	77207	146335
Aug 2008	3443	1770	2031	951	5407	2438542	29484	62968	54873	106752
Jul 2008	2627	1867	1322	377	3590	1761855	11705	41005	57889	81441
Jun 2008	2635	2043	1407	370	3216	1794798	11101	42214	61295	79073
May 2008	2411	1677	1168	518	3947	1422346	16069	36228	52016	74758
Apr 2008	2563	1634	1043	420	3904	1207187	12605	31297	49021	76890
Mar 2008	2945	1896	1172	428	4675	1471527	13275	36343	58781	91309
Feb 2008	4632	3617	2645	396	3580	2565861	11499	76714	104903	134349
Jan 2008	3117	2003	1206	360	3525	1401455	11186	37401	62115	96633
Dec 2007	4990	2973	1275	335	3268	2333089	10393	39546	92176	154708
Totals						21671087	174894	516640	733882	1150330

Blog Stats (WordPress plugin)

(Doesn't include users logged in with stats privileges, i.e., Gar and a few others. Let me know if you'd like access.)

Views per month, September, 2007 – October 2008



5. New Business

1. No new business was brought before the Board.

6. Announcements

1. No Announcements were made.

7. Adjournment

1. The Board adjourned at 12:10 p.m.