

**Philadelphia Regional Chapter  
Medical Library Association  
Minutes, Board of Directors Summer Transition Meeting  
July 27, 2011**

**Thomas Jefferson University, Scott Memorial Library, Philadelphia, PA**

**Board Assignments**

**Attendance**

|   |                       |         |
|---|-----------------------|---------|
| Chair 2011-2012                                     | Gary Kaplan           | Present |
| Chair-Elect/Program Chair 2011-2012                 | Lydia Witman          | Present |
| Past Chair/Nominating Committee Chair 2011-2012     | Andrea Kenyon         | Present |
| Past Chair/Nominating Committee Chair 2010-2011     | Cynthia McClellan     | Present |
| Secretary 2010-2012                                 | Priscilla Stephenson  | Present |
| Treasurer 2010-2012                                 | Mitzi Killeen         | Present |
| Chapter Council Representative 2011-2014            | Prudence Dalrymple    | Present |
| Chapter Council Representative 2008-2011            | Anne Seymour          | Present |
| Chapter Council Alternate 2011-2014                 | Anne Seymour          | Present |
| Chapter Council Alternate 2008-2011                 | Nancy Calabretta      | Present |
|   |                       |         |
| AHIP Liaison 2010-2012                              | Linda Katz            | Present |
| Archives Committee Chair 2010-2012                  | Annie Brogan          | Present |
| Bylaws Committee Chair, 2010-2012                   | Lenore Hardy          | Present |
| Communications Committee Chair 2009-2011            | Rachel Resnick        | Present |
| Communications Committee Chair 2011-2013            | Lydia Collins         | Present |
| Development Committee Chair 2011-13                 | Barbara Cavanaugh     | Present |
| Education & Credentialing Committee Chair 2010-2012 | Jeanette de Richemond | Excused |
| Government Relations Chair, 2010-2012               | Stephanie Ferretti    | Present |
| Membership Committee Chair 2009-2011                | Lydia Witman          | Present |
| Membership Committee Chair 2011-2013                | Barbara Kuchan        | Present |
| Webmaster/Website Committee Chair 2011-2013         | Ene Belleh            | Present |
| Webmaster/Website Committee Chair 2010-2011         | Crystal Patone        | Excused |

**I. Call to Order, Introductions**

The meeting was called to order at 1:16 pm by Chair, Gary Kaplan.  
Members introduced themselves.

**II. Minutes, February 11, 2011 Board Meeting**

Secretary Priscilla Stephenson presented the minutes of the February 11, 2011 Board meeting. Gary Kaplan moved to approve; Andrea Kenyon seconded the motion; motion carried. Minutes from the November 13, 2009 meeting were presented; Gary Kaplan moved to approve; Andrea Kenyon seconded the motion; motion carried. Minutes from the January 19, 2010 meeting were also presented; Gary Kaplan moved to approve; Andrea Kenyon seconded; motion carried.

**Action item:** The Secretary will see that the minutes from these three meetings are posted on the Chapter website.

### III. Treasurer's Report

See attached report.

Treasurer Mitzi Killeen reported total assets of \$ 21,075.23 on July 26, 2011. This reflects \$15,331.11 in the checking account and \$5,744.12 in the Pennsylvania INVEST account. The full report of income and expenses is attached. There is still an outstanding amount of \$1,500 due from Acteva for the Annual Meeting. By comparison, one year ago the Chapter had total assets of \$23,902.24.

Chair Gary Kaplan suggested we change our event refund policy to establish a \$5 non-refundable fee to cover administration costs for any cancellations. This would allow us to recoup the Acteva handling fee charged for each registration. Additionally, the Chapter will honor only those cancellation requests received by the registration deadline for the event. A motion to this effect was made by Andrea Kenyon and seconded by Priscilla Stephenson; the motion carried.

**Action item:** the Treasurer will contact Ray Naegele at MLA for recommendations on ways to assess the Chapter's financial health.

### IV. Report from the Chair –

#### A. Review of 2010-2011 Programs

Chair Gary Kaplan reviewed the 2010-2011 programs listed in his attached report which included the Temple library tour, MLA e-books webcast in November, and the tour of the anatomy exhibit at the Pennsylvania Academy of Fine Arts, and the annual dinner in April. The Chapter also supported the Mid-Atlantic Region's Leadership Institute events held throughout the year.

#### B. Priorities for 2011-2012

Gary identified these priorities for the coming year:

- Survey the membership to determine what topics are most important, and what types of activity would be most useful. Consider MLA President Jerry Perry's priorities focused on translational science and public health.
- Increase our regional presence through local programming or using MegaMeeting for video conferencing.
- Streamline membership registration and directory services by implementing Acteva's Membership Module.
- Involve more members in the work of the association through committee participation.
- Develop a communications plan to ensure timely and engaging chapter communications post-*Chronicle*.
- Participate in planning for the Quad Chapter Meeting in Baltimore in October 2012.

### **C. Committee assignments**

Gary distributed a list of proposed committee rosters and asked Board members to make additional suggestions. He plans to distribute final committee assignments via email in the coming month.

### **V. Committee Reports**

#### **AHIP Liaison to the MLA Credentialing Committee**

No written report.

Linda Katz brought copies of a new flyer developed by MLA to promote the AHIP program and discussed changes expected to aid the AHIP application process with MLA's coming new management system.

Gary Kaplan suggested that the chapter fund an award to support the cost of a Chapter member's first-time application for AHIP status.

**Action item:** Andrea Kenyon will investigate costs and develop a proposal for such an award for the Board to consider.

#### **Archives Committee**

No written report.

Annie Brogan reported that she is working on our backlog of archive materials with the continued assistance of Joan McKenzie. She asked that Board members send her rosters of their committee members. She noted that she is going to begin to digitize our archived meeting minutes.

The Board thanked Annie for her work on the video presentation and photograph collections on display at the 60<sup>th</sup> Anniversary dinner event.

#### **Bylaws Committee**

No written report.

Lenore Hardy, Bylaws Committee Chair, noted that we are now able to use electronic ballots. She has revised the Bylaws and will see they are changed on the web site.

**Action item:** The Bylaws Chair will update the Bylaws on our web site.

#### **Chapter Council**

See attached report.

Chapter Council Representative Anne Seymour reported that Chapter Council is again seeking chapter donations in support of tickets to their Roundtable lunch event held at each MLA

annual meeting. The Board discussed the issue, but the group favored awards that specifically go to our own members attending this event, and suggested that we should fund our own local award, instead. Gary Kaplan moved to not fund a donation to MLA Chapter Council for tickets to Roundtable event at the 2012 meeting. Priscilla Stephenson seconded the motion. Motion passed.

Anne reported that the Medical Library Association of Southern California and Arizona (MLGSCA) won the Chapter Project Award for its use of MegaMeeting at their Annual Meeting. In other MLA news, Carla Funk reported that MLA has terminated its lobbyist contract for financial reasons.

Anne reported on the last MAR-LI Leadership Institute event, 'Present with Confidence,' held April 20, 2011 at the University of Pennsylvania.

### **Communications Committee**

See attached report.

Rachel Resnick, Chair, thanked the Board for the grant that she used to attend a CE event at the Special Libraries Association meeting.

The efforts of the Communications Committee have been successful in attracting readers and participants to our resources. In the past year the *Chronicle* received more than 1,900 views, the chapter email discussion list has 128 subscribers, and our Facebook page is 'liked' by 42 people, and we have 114 members on our LinkedIn group.

Rachel announced that Lydia Collins will be taking over as Communications Chair. The Board thanked Rachel for her years of service and her success in further development of the Chapter's Communications programs.

### **Continuing Education Committee**

See attached report.

Lydia Witman presented the report for CE Committee Chair Jeanette de Richemond. Last fall the Chapter sponsored the MLA webinar, "ABCs of E-Books: Strategies for the Medical Library." That program was held at Thomas Jefferson University on November 10. The Chapter sponsored a second MLA webinar, "Shifting Skills to Navigate the Changing Horizon: Finding our Way in New Biomedical Research and Health Care Environments." This program was held twice at Pennsylvania State University's Hershey Harrell Health Sciences Library, on April 20 and May 2. A tour of the Simulation Center was offered to attendees at the April 20 program.

Plans for the new year include a computer search workshop presented by a trainer from the Animal Welfare Information Center at the National Agriculture Library (Beltsville, MD) on search skills for IACUC reviews. That program will be held October 12. An Informatics workshop and a BLAST search skills workshop are planned for Spring, 2012. The Informatics Workshop will be held April 4 and 5 at Van Pelt Library. The BLAST program will be August 17-19, 2012 and will be open to scientists as well as librarians. The Mid-Atlantic Region may assist with funds, but they cannot commit to that until they receive their FY12 funding. There was a suggestion that the BLAST training be offered also at the Quad Chapter meeting in October, 2012.

### **Development Committee**

No written report.

Barbara Cavanaugh has sent thank you notes to ten vendors who have supported us in the past year. She noted that McGraw-Hill supported the MLA spring web cast.

### **Government Relations Committee**

See attached report.

Chair Stephanie Ferretti reported that she receives news messages from MLA's Government Relations Committee and that she monitors regular messages from ALA, APHA, MLA, SLA, and PALA for news of legislative issues.

### **Membership Committee Report**

See attached report.

Lydia Witman, outgoing Membership Chair, reported that we have 86 members, including 9 student members, and 6 new members.

On their renewal forms, 20 people indicated their willingness to volunteer for the Chapter.

She reported on a conference call with Acteva to discuss adding the member management module to our Acteva account. Because Acteva is planning a major upgrade to their software and due to staff changes at Acteva, the planned upgrade in our Acteva account will not occur until later in 2011.

### **Nominating Committee**

Chair Andrea Kenyon's committee had no activities to report. She will be posting awards from the Annual Meeting on the web site.

**Action item:** The Nominating Committee Chair will post annual awards on the Chapter web site.

### **Program Committee**

See attached report.

Incoming Program Chair Lydia Witman presented results of her survey of members' program interests. Of the 35 respondents, most indicated an interest in mobile technology and translational science, while the fewest indicated interest in the AWIC searching class. Members preferred roundtables, workshops, and hands-on computer training. With regard to costs, respondents indicated \$55 is a maximum cost they are willing to pay for CE programs.

**Action item:** New Membership Chair Barbara Kuchan offered to develop a GIS study to analyze our members' work and home locations to help identify alternate locations for meetings.

Lydia suggested we might consider a luncheon for our annual meeting in 2012. Other program suggestions made by the Board included a panel on federal job opportunities, sponsoring a program for the Science on Tap series at the Chemical Heritage Foundation, and a program on herbal medicine.

With regard to the annual meeting, Gary suggested we plan for a \$5,000 budget. He made the motion to that effect; Andrea Kenyon seconded; the motion carried.

#### **Quad Chapter Meeting, 2012 - Liaison Report**

See attached report.

Priscilla Stephenson reported that the Steering Committee for the 2012 Quad Chapter meeting consists of one member from each chapter:

Steven Douglas (MAC)  
Priscilla Stephenson (Phil)  
Racheline Habousha (NY/NJ)  
Laura Kane (SC)

Major functional committee chairs have been appointed:

|                           |                            |
|---------------------------|----------------------------|
| Brenda Faye Green (SC)    | Program Chair              |
| Ryan Harris (MAC)         | Local Arrangements Chair   |
| Jaime Blanck (MAC)        | CE Chair                   |
| Sandra Bandy (SC)         | Fundraising/ Vendors Chair |
| Stephanie Ferretti (Phil) | Finance Chair              |
| Joey Nicholson (NY/NJ)    | Printing/ Publicity Chair  |

Dates for the meeting have been confirmed as October 13-16, and the event will be held at the Tremont Grand Conference Center in Baltimore.

#### **Web Committee**

See attached report.

Ene Belleh, Web Committee Chair, presented current Webalizer statistics.

**Action item:** Gary Kaplan will provide wiki login information for new Board members: Annie Brogan, Barbara Cavanaugh, Prudence Dalrymple, and Lydia Collins.

## **VI. Old Business**

### **Policy and Procedure Manual updates**

Andrea reported on her review of the Policy and Procedure Manual. Most sections of the Manual have now been transferred to the new wiki.

## **VII. New Business**

### **MLA News column submission**

Gary Kaplan asked for a volunteer to write an article about Chapter activities for *MLA News*.

**Action item:** Andrea Kenyon will submit an article about MLA Philadelphia Chapter's activities for *MLA News*.

## **VII. Announcements**

The next meeting will be in October.

## **VIII. Adjournment**

The meeting adjourned at 3:50 pm.

Submitted by

Priscilla L. Stephenson, Secretary