

**Philadelphia Regional Chapter
Medical Library Association
Minutes, Board of Directors Transition Meeting
Pennsylvania Hospital Historic Library, Philadelphia, Pennsylvania
July 24, 2012**

Present:

Steve Bogel	Secretary, 2012-2014
Annie Brogan	Archives Committee Chair, 2010-2012
Barbara Cavanaugh	Development Committee Chair, 2010-2013
Gary Childs	Treasurer, 2012-2014
Prudence Dalrymple	Chapter Council Representative, 2011-2014
Emily Dunster	Archives Committee Chair, 2012-2014
Stephanie Feretti	Government Relations Committee Chair, 2010-2012
Gary Kaplan	Past Chair/Nominating Committee Chair/Parliamentarian, 2012-2013
Andrea Kenyon	Nominating Committee Chair, 2011-2012
Mitzi Killeen	By-Laws Committee Chair, 2012-2014
Barbara Kuchan	Membership Committee Chair, 2011-2013
Julia Lewis	Government Relations Committee Chair, 2012-2014
Laura McNamara	Chair-Elect/Program Chair, 2012-2013
Jenny Pierce	Education & Credentialing Committee Chair, 2012-2014
Mark Puterbaugh	Webmaster Committee Chair, 2012-2014
Anne Seymour	Chapter Council Alternate, 2011-2014
Lydia Witman	Chair, 2012-2013

Absent:

Ginny Brown	Communications Committee Chair, 2011-2013
Linda Katz	AHIP Liaison, 2010-2012
Priscilla Stephenson	Secretary, 2010-2012

I. Call to Order and Introductions

The meeting was called to order at 10:08 AM by Chair, Lydia Witman, and attendees introduced themselves.

II. Minutes, Fall Meeting (Telephone), March 29, 2012

Priscilla Stephenson was absent but distributed the minutes to board members prior to the meeting. Some minor revisions were suggested by Gary Kaplan and Jenny Pierce. A motion to approve the minutes as revised was made by Ms. Pierce and seconded by Anne Seymour. The revised minutes were unanimously approved.

Action Item:

Mr. Kaplan and Ms. Pierce will forward minor revisions to Ms. Stephenson. Ms. Witman will contact Ms. Stephenson to confirm that the revisions have been made. Mr. Bogel will post the revised

4/29/12 minutes and Ms. Stephenson's previous minutes (2/11/11, 7/27/11, 10/18/11) on the website.

III. Outgoing Chair Report – Gary Kaplan

Gary Kaplan offered his thanks to the board for their work and support during his tenure. See *Chapter Reports* on the MLA-Phil website to read Mr. Kaplan's remarks at the Annual Meeting held at the Philadelphia Racquet Club on May 1, 2012, and to see the Annual Report summarizing the chapter's activities in 2011/2012.

Mr. Kaplan reported that the chapter received a letter of thanks from Dr. Tara Berman for the chapter's \$75.00 gift and donation of children's books to Nemours Pediatrics, Philadelphia Reach Out and Read.

Mr. Kaplan then reviewed the priorities established last year along with their current status:

- A successful survey of the membership to determine topics of interest and useful activities resulted in an impressive series of programs supported, in part, by the chapter's first grant in recent memory.
- Preliminary efforts with videoconferencing to increase the chapter's regional presence needs more work.
- Streamlining membership registration and directory services by implementing Acteva's Membership Module was not successful as Acteva dropped the product.
- Efforts to involve more members in chapter committees were successful.
- The development of a communications plan to ensure timely and engaging chapter communications is still a work in progress.
- The chapter's participation in planning for the Quad Meeting in Baltimore (2012) is proceeding well.

Mr. Kaplan advised that the chapter's Policy and Procedures Manual is now a wiki.

Action Items:

Mr. Kaplan will make sure that new board members have access to read and update the Policy and Procedures wiki (<http://mlaphilpandp.pbworks.com>). He will also ensure that the board's e-mail listserv is up to date.

[See attached Chair Report](#)

IV. Chair Remarks – Lydia Witman

A. Goals

Ms. Witman distributed copies of Jane Blumenthal's (President-Elect, MLA) Presidential Priorities which focused on the theme of Positive Energy. Wishing to engage the board with the same strategic issues and positive energy suggested by Jane Blumenthal, Ms. Witman emphasized her priorities of increasing chapter membership and continuing to offer opportunities for skill building among chapter members.

Ms. Witman invited all board members to freely share their thoughts and ideas with her for the benefit of the chapter and its members.

A discussion ensued regarding the results of the recent MLA-Phil Programming Survey. See Program Committee Report. Andrea Kenyon urged keeping all geographic areas in the chapter's region engaged in chapter activities. Anne Seymour commended Gary Kaplan, Lydia Witman, Andrea Kenyon, and Laura McNamara for re-energizing the chapter. Gary Kaplan suggested publishing a short report on the chapter website summarizing the key points of the programming survey. Jenny Pierce suggested creating a map of member locations in our region.

B. Committees

Ms. Witman distributed a list of current chapter committees and a [list of chapter members who have recently expressed interest in committee participation.](#)

Action Items:

Before reaching out to potential new committee members (including people who are not on the list noted above), committee chairs should confer with Ms. Witman by August 7, 2012, to coordinate offers of committee membership.

Committee chairs should notify, in writing, those people selected for committee membership, informing them of their committee obligations.

C. Board Vacancy

The AHIP Liaison position is vacant.

Action Items:

Ms. Witman will follow up with people who have expressed interest in participation on the Education & Credentialing Committee to see if they might consider assuming the role of AHIP Liaison. She will also explore the list of local AHIP members to see who might be interested in this position.

[Membership aside: Stephanie Feretti suggested that to attract new membership, the chapter might wish to reach out to librarians who are interested in technical services. Prudence Dalrymple suggested that the chapter explore attracting members from the corporate community.]

V. Treasurer's Report – Mitzi Killeen & Gary Childs

Mitzi Killeen reported that on June 4, 2012, the chapter's assets were \$14,731.99 in the checking account and \$5,746.45 in the Pennsylvania INVEST program for a total of \$20,478.44.

Mitzi Killeen noted that on June 6, 2012, the chapter's financial accounts were transferred to the new Treasurer, Gary Childs.

Gary Kaplan noted that the \$2500 award noted in the financial reports is incorrectly posted as an expense.

Gary Childs reported the chapter's current net worth and reviewed the issue of slow payments by Acteva.

Action items:

Mr. Childs will review and correct the posting of the \$2500 award recorded in the financial report.

Ms. Killeen and Mr. Childs will meet to review Acteva in greater detail.

See attached:

[Treasurer's Report](#)

[Financial Reports](#)

[Net Worth as July 24, 2012](#)

VI. Committee Reports

A. AHIP

Linda Katz was absent but informed the Board Chair that there is no news to report.

B. Archives – Annie Brogan

Annie Brogan reported that the backlog of chapter archives material has been greatly reduced over the past two years through the efforts of the former committee chair, Joan McKenzie. Very little new material has been added to the archives during the same period. For now, the physical archives will remain at the College of Physicians, where Ms. Brogan will continue to facilitate access. It was noted that board meetings have not been posted on the chapter website since 2010, and that the policy for submitting material to the archives is included in the Policy and Procedure Wiki.

[See Archives Committee Chair Report](#)

[See Archives Inventory 2012](#)

C. Bylaws – Gary Kaplan

There is nothing new to report.

D. Chapter Council – Prudence Dalrymple

Prudence Dalrymple represented the Philadelphia chapter at the MLA Chapter Council Meeting held during the 2012 Annual Meeting in Seattle. Ms. Dalrymple noted that issues regarding recruitment to the library profession, and recruitment and retention of members in MLA chapters, were the focus of considerable discussion. Ms. Dalrymple observed that the MLA president has made an effort to attend more local chapter meetings and this might be an opportunity for the Philadelphia chapter to host a visit by the president. Different models for programming at the chapter's annual meeting were also discussed as a possible stimulus for greater participation by the membership.

[See Chapter Council Report](#)

E. Communications – Ginny Brown

Ginny Brown was unable to attend the meeting. No report was submitted.

F. Development – Barbara Cavanaugh

Barbara Cavanaugh summarized the contributions by chapter sponsors which totaled \$3,025.00 for the year. CABI did not donate this year as the chapter's contact was on leave; UpToDate dropped a level in their sponsorship. Ms. Cavanaugh made a number of recommendations for proceeding next year.

[See attached Development Report](#)

G. Education & Credentialing – Jenny Pierce

Jenny Pierce reported that JoAnn resigned from the Education & Credentialing Committee. Ms. Pierce reminded board members of the upcoming event, *Ethical and Legal Aspects of Disaster Response*, to be held at the Hagerty Library of Drexel University on August 21, 2012. All expenses for the event are to be reimbursed by the national MLA. Anne Seymour suggested that board members consider targeting people in their own institutions who may be interested in attending the August 21 event. Ms. Pierce noted that an upcoming event in November, *PubMed for Experts*, does not appear on today's Education & Credentialing Committee report.

Action item:

The committee report will be revised to reflect the training session scheduled in November, *PubMed for Experts*.

[See attached Education & Credentialing Committee Report \(revised\)](#)

H. Government Relations – Stephanie Ferretti

Stephanie Ferretti gave an overview of the legislative priorities for the upcoming year and provided a summary grid outlining the priorities, the MLA/AAHSL position for each priority, and the strategy to be followed.

[See attached Government Relations Committee Report](#)

[See attached summary of MLA/AAHSL public policy priorities](#)

I. Membership – Barbara Kuchan

Barbara Kuchan reported that the online membership directory has been updated to reflect the current, renewed, and new members of the chapter. Current membership stands at 99 members: 89 regular

members; 6 student members; and 4 retired members. This represents a 15% increase over total membership from last year which was 86.

The Membership Committee generated a report that listed members who were interested in serving on chapter committees.

Acteva's membership module has been discontinued and other options for membership registration and storing directory data need to be considered.

There was a brief discussion of the chapter's few lifetime members and how best to record them in the membership directory.

[See attached Membership Committee Report](#)

J. Nominating -- Andrea Kenyon

Andrea Kenyon provided a draft of the AHIP First Time Applicant Award. Ms. Kenyon also provided copies of the MLA Quad Chapter Meeting Grant Submission Information as well as the Grant Application Form.

Action item:

Lydia Witman and Gary Kaplan will follow-up with Linda Katz (past AHIP Liaison) regarding the AHIP First Time Applicant Award.

[See attached Nominating Committee Report](#)

[See attached draft of the AHIP First Time Applicant Award](#)

[See attached Quad Conference Grant Submission Information](#)

[See attached Quad Conference Grant Application](#)

K. Program – Lydia Witman, Laura McNamara

Lydia Witman reported that 75 people attended the Annual Meeting and dinner reception which took place on May 1, 2012, at the Racquet Club. Ms. Witman reviewed the financial summary report from the meeting.

Laura McNamara reviewed the MLA-Phil Programming Survey 2012-2013 which was distributed to board members. The three programming topics which received the highest interest levels included: expert searching; professional skills (leadership, presentation skills, etc.); and copyright. The educational formats which received the greatest interest levels included: face-to-face workshops; face-to-face lectures; and live webcasts.

Action item:

Ms. McNamara will publish a summary of the survey results.

[See attached Program Chair Report](#)

[See attached Annual Meeting financials](#)

[See attached MLA-Phil Programming Survey](#)

L. Webmaster – Mark Puterbaugh

Mark Puterbaugh distributed a monthly usage summary of the chapter's website and reviewed the committee's goals for the next year. Mr. Puterbaugh offered special praise for the committee members' attention to the chapter's social media resources (Facebook, LinkedIn, and Twitter).

[See attached Web Committee Report](#)

VII. Old Business

Lydia Witman reviewed the Update Report of the Quad Chapter Meeting which was submitted by Priscilla Stephenson. The report included the class offerings at the meeting, finalized registration fees, the preliminary schedule, a call for papers and posters, and a budget. Ms. Witman encouraged board members to consider submitting a paper or poster, and to contact Ms. Stephenson with suggestions of individuals in their organizations who may be interested in attending the meeting.

[See attached Update Report – Quad Chapter Meeting](#)

VIII. New Business

Lydia Witman made a motion to move the Board Transition Meeting to June. The motion was seconded by Gary Kaplan and was approved by all present.

Ms. Witman advised that she would send board members some possible dates for the next board meeting.

IX. Adjournment

The meeting was adjourned at 12:22 PM by Lydia Witman.