

**Philadelphia Regional Chapter
Medical Library Association
Minutes, Board of Directors Fall Meeting
February 11, 2011
University of Pennsylvania Biomedical Library, Philadelphia, PA**

Present:

Andrea Kenyon	Chair 2010-2011
Gary Kaplan	Chair-Elect/Program Chair, 2010-2011
Ene Belleh	Website Committee Chair, 2010-2011
Annie Brogan	Archives Committee Chair 2010-2012
Nancy Calabretta	Chapter Council Alternate, 2008-2011
Barbara Cavanaugh	Development Committee Chair, 2011-13
Stephanie Ferretti	Government Relations Chair, 2010-2012
Lenore Hardy	Bylaws Committee Chair, 2010-2012
Mitzi Killeen	Treasurer, 2010-2012
Cynthia McClellan	Nominating Committee Chair, 2010-2011
Rachel Resnick	Communications Committee Chair, 2009-2011
Anne Seymour	Chapter Council Representative 2008-2011
Priscilla Stephenson	Secretary 2010-2012
Lydia Witman	Membership Committee Chair, 2009-2011

Not Present

Linda Katz	AHIP Liaison 2010-2012
Crystal Patone	Webmaster, 2010-2011
Jeanette de Richemond	Education & Credentialing Committee Chair 2010-2012

I. Call to Order, Introductions

The meeting was called to order 1:10 pm by Chair, Andrea Kenyon. Members thanked Barbara Cavanaugh and the staff of the University of Pennsylvania Biomedical Library for hosting the meeting.

II. Minutes, October 28, 2010 Meeting

Secretary Priscilla Stephenson presented the minutes of the October 28, 2010 meeting. Mitzi Killeen moved to approve; Stephanie Ferretti seconded the motion. The minutes will be posted on the Chapter website.

III. Treasurer's Report

See attached report.

Treasurer Mitzi Killeen reported a balance of \$22,849.49 on February 8, 2010. The full report of income and expenses is attached. There is still an outstanding amount due from Acteva for the fall CE event registration income.

IV. Report from the Chair –

A. Board changes

- Barbara Cavanaugh has been appointed Development Committee Chair.
- Cynthia McClellan has returned to complete her term as Past Chair and Nominating Committee Chair.

B. The Chronicle

The question remains concerning the future of *The Chronicle* following the end of Rachel Resnick's term in June. Board members discussed several options. Lenore Hardy moved to formally end *The Chronicle* as a print newsletter and to continue with blog postings to the chapter web site. Priscilla Stephenson seconded the motion, and the motion was approved. Ene Belleh agreed to serve as editorial coordinator for the website. She will prompt Board members and others for news items they will post to the Chapter web page. The last issue of *The Chronicle* will be the March issue.

Chair Andrea Kenyon raised concerns about how to engage members in the activities of the chapter. She wants to strengthen communication – both among members and also between the Board and the members. She suggested that the Board use SurveyMonkey for online votes between meetings so that we can ensure an accurate record of votes. With the coming bylaws change to allow electronic voting, we will want to have final vote results recorded in the minutes of the quarterly Board meetings.

V. Committee Reports

AHIP Liaison to the MLA Credentialing Committee

See attached report.

Linda Katz's report discussed recent changes to the AHIP point index in the Continuing Education Sponsored Instruction section. Mentees in the NLM/AAHSL Leadership Fellows and MLA Emerging Leaders program will now receive 30 CE points for their year of training.

Archives Committee

See attached report.

Annie Brogan reported that she is working on our backlog of archive materials with the continued assistance of Joan McKenzie. She is also developing a photographic presentation for the association's 60th anniversary year to be presented during the annual meeting.

Bylaws Committee

Lenore Hardy, Bylaws Committee Chair, is investigating the necessary procedures for updating our Bylaws to include electronic ballots.

Chapter Council

See attached report.

Chapter Council Representative Anne Seymour reported that the MAR-LI Leadership Institute, Advocacy for Leaders, held in Philadelphia on February 3-4 was a success. The program was co-sponsored by Elsevier, and attendees came from the local area as well as New York City, Pittsburgh, and New Jersey.

Anne noted that it's time to recruit for the annual Chapter Sharing Roundtable event at MLA. She urged members to volunteer to assist as roundtable leaders and note-takers.

Anne reported on progress regarding the proposed Quad Chapter Joint Meeting to be held in Baltimore in October 2012. The meeting will run from Sunday through Wednesday; possible dates under discussion are the weeks of October 1, 8, or 15. The planning committee has selected the Hotel Tremont (<http://www.tremontplazahotecom>) as the convention site.

The Board reviewed the Memorandum of Understanding for the Quad Chapter Meeting. Terms are similar to those of previous joint chapter meetings, with representation from each chapter on the steering committee and on each of the major planning committees for the meeting. Each chapter will contribute \$2,000.00 seed money by April 15, 2011. After the meeting expenses have been paid and the seed money has been returned to each chapter, the participating chapters will share the net profits or loss from the meeting. Shares will be based on the relative percentage contributed by members, determined by the percentage of members registering from each chapter. Members voted to approve the MOU.

Priscilla Stephenson had previously volunteered to assist with planning for this meeting. Andrea announced that she has appointed Priscilla to be the liaison to the Quad Chapter Meeting's steering committee. The Board expressed its support for this appointment.

Action item: Priscilla Stephenson will serve as the liaison to the Quad Chapter Meeting planning group and keep the Board informed as plans develop.

Communications Committee

See attached report.

Rachel Resnick, Chair, led a discussion on possible new directions for both *The Chronicle* and the web site. The deadline for the next issue of *The Chronicle* is March 1.

Continuing Education Committee

See attached report.

Chair Jeanette de Richemond presented a report calling for the Board to evaluate several potential program options. The next MLA web conference is scheduled for April 6, the same day as our annual meeting. The Board discussed options for viewing the program and decided

that the webinar could be offered in Lancaster or some other city to the West of Philadelphia in late May or early June.

Action Items:

Cynthia McClellan will look into meeting options in the Lancaster region.

Jeannette will look into finding locations where we might hold PubMed, MeSH, or other offerings of the MAR-LI programs.

Development Committee

See attached report.

Barbara Cavanaugh was welcomed as the new chair of this committee. She has recruited two committee members, library students serving internships at the U Penn Biomedical Library. They are working on sending letters to potential vendors seeking sponsorship for the annual meeting.

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

The report from Lydia Witman, Membership Chair, is attached. She has weeded the membership directory of the names of lapsed members. Prior to the weeding there were 130 names on the directory of members. As of February 9, there are 56 members in the Chapter. She is contacting 70 members who have recently lapsed, urging them to renew for 2011. She added the designations of "student" and "retired" to the directory when that information was known.

Lydia compared member renewals using the Acteva system to Wild Apricot and determined that Acteva is less expensive for renewal and has several of the same desired functions.

Nominating Committee

Members welcomed Cynthia McClellan back as Nominating Committee Chair. She will be seeking nominees for Chair-Elect, Chapter Council Representative, and Chapter Council Alternate Representative, as well as nominations for the various chapter awards. She urged Board members to identify potential nominees for the positions and awards.

Program Committee

See attached report.

Chair-Elect and Program Committee Chair Gary Kaplan presented plans for the 2011 Annual Meeting to be held at the Great Court of Pennsylvania Hospital in April. Rose Malinowski Weingartner, MPH, will be the speaker. Gary presented a tentative budget for the annual meeting which anticipates revenue of \$6,100.00 and expenses of \$4,730.00, based on a potential attendance of 60 and a \$2,100.00 subsidy from the Chapter Treasury.

He has also planned a docent-led tour of the Pennsylvania Academy of Fine Arts Anatomy/Academy exhibit to be held February 23 for chapter members. The proposed budget for this event is revenue neutral, with potential revenue of \$60.00 balanced by expenses of \$60.00.

Gary presented a final report on the November 10 MLA web conference on e-books. There were 32 attendees; revenue was \$990.00; and expenses were \$1,123.44. Costs included \$540.00 for catering, \$89.00 for Acteva registration, and \$494 registration expense, which included a 30-day online option for viewing after the date of the original presentation. Two \$200.00 sponsorships helped keep the costs low for participants, with a registration fee of \$15 for 24 MLA/SLA members, \$35 for non-members, and \$10 for students and retirees. Final cost to the chapter for this event was \$133.00.

Web Committee

See attached report.

Gary Kaplan reviewed Crystal Patone's statistical report of web page use in her report. There have been 31 posts since October 28, and an average 1448 views per month for October through January.

VI. Old Business

A. Policy and Procedure Manual updates

Andrea reported she has started on the review of the Policy and Procedure Manual. She reminded Board members they need to update their sections of the Manual so that the Manual accurately reflects current practice.

B. Chronicle contributions due

Rachel Resnick reminded members of the March 1 deadline for news items to be included in the next issue of *The Chronicle*.

VII. New Business

There was no new business.

VII. Announcements

Nancy Calabretta noted the success of the ongoing Value of Libraries research project organized by the Mid-Atlantic Region. There are now 62 sites participating, and she urged others to consider participating as well.

VIII. Adjournment

The meeting adjourned at 3:45 pm.

Submitted by

Priscilla L. Stephenson, Secretary