

Medical Library Association
Philadelphia Regional Chapter
Board of Directors Meeting
Drexel University
Hahnemann Library
Philadelphia, PA 19107
Friday, September 19, 2008
9:30 – 11 a.m.

Attendees: Etheldra Templeton, Chair; Linda Katz; Lenore Hardy; Sheryl Panka-Bryman; Rachel Resnick; Esther Dell; Anne Seymour; Laura Koepfler; Gina Kaiser; Gary Kaplan; Cynthia McClellan; Micki McIntyre, NY/NJ chair, Joint Chapter meeting

Absent: Stephanie Ferretti, Jacqueline Knuckle, Ellen Justice, Barbara Henry, Jeanette de Richmond, Joan McKenzie,

1. The meeting was called to order at 9:45 a.m

2. Etheldra Templeton began the meeting by addressing changes to the makeup of the Board:

- a. Sheryl Panka-Bryman has joined the Board as Secretary, replacing Rebecca Raszewski.
- b. Stephanie Ferretti – now holding the position of government relations, written report
- c. Jackie Knuckle – has resigned as Past Immediate Chair and chair of the Nominating Committee, written report
 - i. The Board notes that Jackie has done a great job as Chair, accepting a lot of responsibility. The Board approved the awarding of a Certificate of Appreciation at the Annual Meeting. program committee chair vacant during tenure

3. Approval of Minutes

- a. Etheldra asked the Board if there were any corrections or comments about the Minutes from the July 2008 meeting. No corrections or comments were noted. A motion to accept the Minutes was made by Lenore Hardy and seconded by Gary Kaplan. The Minutes were approved as written.

4. Treasurer's Report

- a. Linda Katz submitted a written Treasurers Report
 - i. The Chapter balance as of 9/16/08 is \$20,519.71, which is \$4,250.57 more than we had than one year ago at this time.
 - ii. Since January 2008, the Chapter has taken in \$7,250.37; expending \$3,629.27. This represents a net gain of \$3,621.10.
 - iii. Comparing calendar year 2007 to 2008, the Chapter took in less money in 2008 than 2007 but spent less money in 2008 than 2007. This was largely the result of the monies spent for the Annual meeting (\$6,588.13 in 2007; \$76.32 in 2008)
 - 1. Discussion about annual report
 - a. Spend more for nicer affair; interesting venue, plated dinner
 - b. Evening affair, not luncheon

5. Committee Reports

- a. ByLaws
 - i. Lenore Hardy delivered an informal ByLaws report.
 - 1. She stated that Jackie Knuckle had sent an email listing open items that needed attention:

- i. the policies and procedures manual needs updating– really policies and procedures not bylaws
 - 1. Website up-to-date
 - 2. Still needs to look at whether annual dinner changed to annual meeting
 - 3. There was some discussion about the webmaster position which will be continued after review of previous actions.
 - b. Chapter Council
 - i. Anne Seymour delivered a verbal report:
 - 1. The Council is sending out an announcement about awards, scholarships
 - 2. Council is getting organized for the National meeting in Hawaii
 - i. There is concern about attendance at MLA Annual in Hawaii; the committee is trying to make all meetings start earlier, end earlier; have afternoons free
 - b. Randy Brenner Consumer Health Award
 - i. The Chapter covered the cost of the award last year. The Board resolved to continue to fund the Award. A decision will be made to determine the value of the award and how to fund it
 - 1. Find an organization to fund it
 - a. Earmark donation from vendor for award?
 - 2. Anne will contact Ellen Justice
- c. Communications – Rachel Resnick submitted a written report
 - i. A welcome was extended to Sheryl Panka-Bryman and Joanne Babish, co-editors of the Member & Library News column and the Profile column and a thanks to Linda Katz for staying on as editor-at-large
 - ii. Don't have to be a member to be on the email list
 - iii. November 1 –deadline for next Chronicle
 - 1. Anyone interested in writing?
 - 2. Start plugging for Tri-Meeting – also on website
 - 3. Plug Hawaii meeting
- d. Development Chair – Ellen Justice, delivered by Etheldra Templeton
 - i. Letters are being drafted soliciting contributions to the Chapter and are expected to be mailed in October; Ellen will share a draft of letter with the Board
 - ii. New stationery and envelopes with new logo, web address, tag line from website and MLA national website must be purchased
 - 1. Linda Katz will contact Ellen Justice and discuss who will be responsible for this purchase
- e. Education & Credentialing – Jenneatte de Richemond submitted a written report.
 - i. Continuing education options:
 - 1. “An introduction to the Healthcare cost and utilization project (HCUP): a resource for medical librarians”. This program is provided at no cost by Thomson Healthcare and extends 4 MLA CE hours. It will be held at ECRI in Plymouth Meeting either in the Fall 2008 or Spring 2009.
 - 2. “Geeks bearing gifts: unwrapping new technology trends”. This program is provided by the National Library of Medicine at no cost. This is an interactive program in need of a computer lab. The Board agreed to utilize the computer lab at Hahnemann Hospital, which will limit attendance to 23 people. A date will be decided once the date for the HCUP CE is confirmed.

3. The Board will consider offering MLA's Fall Educational Webcast on disaster preparedness, "Survival tips and stories: expanding the library's services in times of disaster, on Wednesday, November 12, 2008.
 - f. Government Relations – Stephanie Ferretti was not present, her report was delivered by Etheldra Templeton.
 - i. Stephanie Ferretti is new to this position. She has signed up with national mailing lists (SLA, ALA) to monitor events of significance.
 - g. Membership Committee- Laura Koepfler submitted a written report.
 - i. Four new people joined the Chapter since July 2008; 1 person left. The online membership directory was updated to reflect these changes.
 - ii. Gary Kaplan and Rachel Resnick designed a new 'welcome letter' to be sent to new members designed to encourage participation, including directions on how to access and contribute to the newsletter,
 - h. Nominating Committee – Jackie Knuckle's report was delivered by Etheldra Templeton. Jackie has accepted a new professional position outside of medical librarianship and was thus forced to resign her position as Chair of the Nominating Committee. Jackie attempted to find a replacement to fill this position but was unable to do so.
 - i. The Board resolved to fill this position with a committee.
 1. Nina Long has volunteered to be on the committee. Additional members are being recruited.
 2. The only position that needs to be filled in that of Program Chair.
 - i. Program Committee – Cynthia McClellan submitted a written report. Cynthia is devoting all of her time to working on the Tri-Chapter meeting scheduled for October 2009.
 - i. Currently, the only programs on the agenda are the Continuing Education Programs. Lenore Hardy thinks that we need more programming.
 1. Esther Dell mentioned a full-day RML meeting on space to be held in Hershey April 2nd.
 2. Etheldra Templeton, Lenore Hardy, Linda Katz, Rachel Resnick volunteered to work on a Chapter Annual Meeting tentatively scheduled for the end of April 2009.
 - j. Web Committee – Gary Kaplan submitted a written report. Gary reported that the Chapter has upgraded to the latest version of WordPress, our website software. The event calendar had to be changed because our plug-in was no longer supported. The new event calendar allows anyone with an account to post items to the calendar. He also reported that our domain name came up for renewal and that we have renewed for two years.
6. Old Business
- a. The Memorandum of Understanding governing the Tri-chapter meeting scheduled for October 2009 was reviewed by all board members. After extensive discussion, the Memorandum was signed by Etheldra Templeton of the Philadelphia Chapter and Micki McIntyre of the NY/NJ Chapter. The Agreement will be sent to the Mid-Atlantic Chapter for their review and signature. The topics discussed were:
 - i. The Board will review the preliminary budget and approve by the end of the month.
 - ii. Micki McIntyre reported that the meeting will be held October 4-8, 2009 and that the meeting will be held at Resorts in Atlantic City, NJ.
 - iii. Gina Kaiser of the Philadelphia Chapter will serve as Chair of the Finance Committee. Treasurers from MAC and NY/NJ will comprise the remaining members of the committee.

- iv. Rachel Resnick of the Philadelphia Chapter will serve as Chair of the Communications Committee. Communications Chairs from MAC and NY/NJ will make up the remaining members of the committee.
 - v. Regarding fundraising, the steering committee will decide which chapter will take the lead and will populate the committee with people from all chapters.
 - vi. The Mid-Atlantic chapter will chair the committee responsible for Continuing Education.
- 7. New Business
 - a. No new business was discussed.
- 8. Announcements
 - a. No announcements were made.
- 9. Next Meeting
 - a. A date and venue for the next meeting of the Board will be announced after the meeting of the Tri-Chapter Steering committee meeting in October.
- 10. Adjournment
 - a. A move was made to adjourn the board meeting and to continue discussion of the Tri-Chapter meeting at 11:35 a.m.