

**Philadelphia Regional Chapter  
Medical Library Association  
Minutes, Board of Directors Meeting  
Temple University Ginsburg Health Sciences Library, Room 246A  
Philadelphia, Pennsylvania  
November 15, 2013**

**Present:**

Steve Bogel	Secretary, 2012-2014
Barbara Cavanaugh	Education & Credentialing Committee Chair, 2013-2015
Gary Childs	Treasurer, 2012-2014
Christine Davidian	Communications Chair, 2013-2015
Sarah Katz	Membership Chair, 2013-2015
Mitzi Killeen	By-Laws Committee Chair, 2012-2014
Dan Kipnis	Development Chair, 2013-2015
Barbara Kuchan	Chair, 2013-2014
Jenny Pierce	Program Chair/Chair-Elect, 2013-2014
Lydia Witman	Nominating Committee Chair/Parliamentarian, 2013-2014

**Absent:**

Prudence Dalrymple	Chapter Council Representative, 2011-2014
Julia Lewis	Government Relations Committee Chair, 2012-2014
Robb Mackes	AHIP Liaison, 2013-2015
Anne Seymour	Chapter Council Alternate, 2011-2014

**I. Call to Order**

The meeting was called to order at 10:02 AM by Chair, Barbara Kuchan.

**II. Minutes review and approval**

Meeting minutes from the February 14, 2013, and the August 5, 2013, board meetings were previously distributed to all board members. A motion to approve the February minutes was made by Mitzi Killeen and seconded by Christine Davidian; the February minutes were unanimously approved. A motion to approve the August minutes was made by Lydia Witman and seconded by Dan Kipnis; the August minutes were unanimously approved.

**III. Chair Remarks – Barbara Kuchan**

**2013/2014 Chapter priorities**

*Strengthen our organization through participation of our members and meaningful programming:*

**Participation:**

Appointments have been made to the Communications, CE, Programming, and Development Committees. The board enjoys increasing diversity with members from the Institute for Health Informatics at Drexel University and also from HSLANJ.

**Programming:**

- The Chapter Chair, CE Chair, and Program Chair met on October 8 to discuss the spring one-day conference, the planning for which is now well underway. The meeting will be held at the Kislak Center for Special Collections, Rare Books and Manuscripts at the University of Pennsylvania on April 24, 2014. The guest speaker will be Dr. Craig Umscheid, the Director of the Center for Evidence-based Practice at Penn. There was a brief discussion of some alternative venues for the afternoon CE session and Dan Kipnis offered Jefferson University for this purpose. A tentative program for the spring one-day conference was distributed.

No decision has been made whether or not to offer tiered registration for the morning and afternoon sessions.

There was discussion about the possibility of having a raffle at the spring conference for a free MLA membership. Carla Funk, from MLA national, may need to be contacted to find out more about offering a free membership. MLA President, Dixie Jones will be invited to speak at the event.

For dinner following the afternoon CE program, a “dine around” option may be considered.

Discussion ensued regarding various options for vendors to contribute financially to the one-day conference, including: paying for exhibitor tables; contributing as sponsors of the event; sponsoring specific components of the event such as the speaker or the CE segment; or some combination of these options.

**Action items:**

- \*Barabara Cavanaugh will do a walk- through of the event space.
- \*Barbara Kuchan will contact Dixie Jones about speaking at the event and also ask about applying for a free membership to be raffled during the event.

- Two webinar programs are scheduled for November and December:

November 20, 2013: “Addressing Hospital Needs and Goals in the Era of the Affordable Care Act and Meaningful Use: What Librarians Need to Know”

December 11, 2013: “Research vs research: Sometimes the little r is all you need”

*Continue excellent work of the AHIP first-time applicant award:*

- A gift from the Drexel University Libraries was given to commemorate Linda Katz's retirement. The gift will be used to support an AHIP membership application.

*Improve communications with membership regarding activities and accomplishments:*

- The Communications Committee Chair has been working on website improvements.
- Position openings have been posted to the Chapter's listserv.
- The Government Relations Committee has made posts to the Chapter's website.
- Chapter News feature in the August 13, 2013 MLA News, *Philadelphia Regional Chapter Members Earn AHIP First-Time Applicant Award*, was written by Robb Mackes, AHIP Liaison.
- Board Chair sent "From the Chair" message to members on August 29, 2013.

See Chair report.

#### **IV. Treasurer's Report – Gary Childs**

Mr. Childs reported that as of November 14, 2013, the treasury assets were \$9,885.96 in the checking account, \$5,751.45 in the Pennsylvania INVEST program, and \$3,148.41 in the PayPal account for a total of \$18,785.82. By comparison, last year at this time the Chapter had \$13,557.22 in the checking account and \$5,748.32 in the Pennsylvania INVEST program for a total of \$19,305.54.

It will be advantageous for the Chapter to have a credit card attached to the PayPal account. The Chapter must have an audit before it can get a credit card.

##### **Action item:**

Mr. Childs and Barbara Kuchan will follow-up on Chapter audit.

See Treasurer's report.

#### **V. Committee Reports**

##### **A. AHIP – Robb Mackes**

No report.

##### **B. Archives**

The Archives Committee does not currently have a chair.

##### **Action item:**

Board members will explore possible candidates.

### **C. Bylaws – Mitzi Killeen**

Mitzi Killeen contacted Mary Langman at MLA about adjusting our quorum number (currently 35) for the annual business meeting. Ms. Langman suggested looking at the number of voting members who attended the annual meeting the past three years and use that as a basis to set a quorum. With approximately 100 chapter members, Ms. Langman suggested that the current quorum of about 35% sounded high; she said the chapter might consider lowering the quorum to a reasonable absolute number that is around 8% or more and lower than 35%. This will require a change to the bylaws. Once the Philadelphia board decides on a new quorum number it should be submitted to the MLA Bylaws Committee for approval. Once approved, the new quorum number can be sent out to the chapter members who will have 30 days to consider the change before voting. Two-thirds of the chapter membership must approve in order to amend the bylaws.

After discussion, the board agreed that it would be better to use a percentage of voting members rather than an absolute number to determine a quorum.

#### **Action item:**

Steve Bogel will examine annual business meeting minutes from recent years to determine how many voting members are in attendance.

See Bylaws report.

### **D. Chapter Council Representative Report – Prudence Dalrymple/Anne Seymour**

No report.

### **E. Communications – Christine Davidian**

Ms. Davidian has updated the Wordpress website to accurately list current board members. She has also updated the chapter's wiki's communications committee page to reflect the new structure of the merged communications/web committee, and has removed the names of former board members from the board listserv. Ms. Davidian met with Mark Puterbaugh regarding ongoing web maintenance; Mark currently backs up the website weekly. Ms. Davidian will perform some additional housekeeping changes to the chapter website.

Mike Ratti recently joined the Communications Committee and has taken over job posting responsibilities from Ms. Davidian.

Kevin Block continues as the de-facto chapter listserv administrator. Ms. Davidian maintains the board and communications listservs, although the communications listserv is not currently in use.

Additional discussion focused on the need to update the chapter's Facebook page, consider a Twitter account for the chapter, and make it easier to find chapter events by having an events "tab" on the chapter website that links to Wild Apricot.

See Communications report.

#### **F. Development – Dan Kipnis**

No report.

There was further discussion regarding various options for vendors to contribute financially to the one-day conference.

##### **Action item:**

Mr. Kipnis will formulate a letter to be mailed to vendors the first or second week of December and mailed again after the New Year.

#### **G. Education & Credentialing – Barbara Cavanaugh**

No report.

Ms. Cavanaugh thanked Jenny Pierce for putting together such a fine offering of CE courses during her tenure as committee chair. She welcomed suggestions from the board for new CE courses, and suggested that the *PubMed for Experts* class might be considered for this new cycle. Dan Kipnis suggested that there might be interest in offering a class on copyright.

#### **H. Government Relations – Julia Lewis**

Seven posts to the chapter website were made since September 2013.

See Government Relations report.

#### **I. Membership – Sarah Katz**

As of November 13, 2013, the chapter has 103 subscribed members, including 85 regular members (7 renewal overdue), 7 students, 6 retired and 5 lifetime members.

The board discussed the benefits of sending out membership reminders soon, along with instructions for membership renewals. The deadline for renewals is February 15, 2014. An email welcoming new members will be sent.

See Membership Committee Report

#### **J. Nominating – Lydia Witman**

No report.

Ms. Witman has the names from a recent member survey of members who may wish to participate on board committees. She will forward the names to committee chairs.

See Nominating Committee Report

#### **K. Program – Jenny Pierce**

No report.

Ms. Pierce suggested that the board consider some new venues for chapter social events, including some lesser known local museums such as the Historical Society of Pennsylvania, the Wagner Free Institute of Science, the Philadelphia History Museum at the Atwater Kent, and the Chemical Heritage Foundation.

#### **Action items:**

Ms. Pierce will contact these institutions to inquire about the relevancy of their collections to chapter interests. She will also contact the Philadelphia Museum of Art which is known to have well developed tours that may be of interest to chapter members.

Ms. Pierce also suggested the possibility of a collaborative meeting in 2015 with HSLANJ (Health Sciences Library Association of New Jersey). This will be discussed with Robb Mackes, who is both Executive Director of HSLANJ and AHIP Committee Chair of MLA Phil.

#### **VI. Old Business**

There was additional discussion about performing a financial audit of the chapter. Gary Childs distributed some past email correspondence from Jenny Pierce and Lydia Witman to chapter board members which included information about possible candidates to perform the audit.

#### **VII. New Business**

None

#### **IX. Adjournment**

The meeting was adjourned at 12:12 PM by Ms. Kuchan.

Submitted by: Steven Bogel, Secretary