

**Philadelphia Regional Chapter
Medical Library Association
Minutes, Board of Directors Meeting
Institute of Pennsylvania Hospital Reading Room
Pennsylvania Hospital, Philadelphia, Pennsylvania
February 14, 2013**

Present:

Steve Bogel	Secretary, 2012-2014
Gary Childs	Treasurer, 2012-2014
Emily Dunster	Archives Committee Chair, 2012-2014
Lauri Fennell [by WebEx]	Membership Chair, 2013
Gary Kaplan	Nominating Committee Chair/Parliamentarian, 2012-2013
Mitzi Killeen	By-Laws Committee Chair, 2012-2014
Barbara Kuchan [by WebEx]	Program Chair/Chair Elect, 2012-2014
Julia Lewis	Government Relations Committee Chair, 2012-2014
Jenny Pierce	Program Chair/Chair-Elect, 2013-2014
Lydia Witman	Chair, 2012-2013

Absent:

Ginny Brown	Communications Committee Chair, 2011-2013
Barbara Cavanaugh	Development Committee Chair, 2010-2013
Prudence Dalrymple	Chapter Council Representative, 2011-2014
Mark Puterbaugh	Webmaster Committee Chair, 2012-2014
Anne Seymour	Chapter Council Alternate, 2011-2014

I. Call to Order, Introductions

The meeting was called to order at 10:12 AM by Chair, Lydia Witman.

Ms. Witman welcomed Lauri Fennell to the board as Membership Chair, 2013.

II. Minutes, Fall Meeting, November 9, 2012

Steven Bogel distributed the minutes to board members prior to the meeting. A motion to approve the minutes was made by Gary Kaplan and seconded by Mitzi Killeen. The minutes were unanimously approved.

III. Chair Remarks – Lydia Witman

A. Chair nomination announcement

Ms. Witman announced that Jenny Pierce has accepted the nomination to run for Chair-Elect in the upcoming 2013 election.

B. Board Vacancies

In addition to the need to identify a replacement for the balance of Ms. Pierce's tenure as Education and Credentialing Committee Chair, the following positions will also be vacant in May 2013: Communications Chair, Development Chair, Membership Chair, and AHIP Liaison.

Board members offered a number of suggestions and strategies to identify good candidates to fill the upcoming board vacancies. Suggestions were offered to consider:

- including individuals from Delaware and Central Pennsylvania to broaden the geographic distribution of board members
- inviting more hospital librarians
- adding a student to the board
- adding another faculty member from the Drexel iSchool
- inviting a lifetime chapter member on the board
- posting the board position on select job related listservs with a clear description of the duties and responsibilities of the position; there was general consensus that this was a good idea

Action Item:

The Nominating Committee and Chair will post a job description for board positions on an appropriate listserv(s)

C. Opportunities for chapter recognition

Ms. Witman distributed a draft of an article written for the MLA News by Robert Mackes (Philadelphia chapter Awards Committee) titled, "Philadelphia Regional Chapter Offers AHIP First-Time Applicant Award." Jenny Pierce suggested that the board consider other newsletters as well to publish articles highlighting chapter accomplishments.

Ms. Witman offered that she will be including an agenda item on all future board meetings to discuss opportunities for chapter recognition.

See Chair Report

IV. Treasurer's Report – Gary Childs

As of February 12, 2013, treasury assets were \$15,318.99 in the checking account and \$5,749.26 in the Pennsylvania INVEST program, for a total of \$21,068.25. Last year at this time, the Chapter had \$15,141.21 in the checking account, and \$5,745.47 in the Pennsylvania INVEST program, for a total of \$20,886.68. See Treasurer's Report.

Wild Apricot has been selected for the chapter's management and event software. It is ready for testing and has been integrated with a basic PayPal account. Consideration should be given to upgrading the PayPal account, which is currently free, to a more full-featured account; this can be done for \$5.00 per month. There was discussion about how best to terminate the chapter's business relationship with Acteva, and it was agreed that, although there is no contractual arrangement between the chapter and Acteva, there should be a formal severing of the ties.

Mr. Childs made note that the seed money from the MLA Quad Chapter Meeting has been returned to the chapter, and the chapter can go forward with an audit.

Mr. Childs suggested that the chapter may wish to consider other investment opportunities besides Pennsylvania INVEST which offers a very low return. Ms. Witman suggested that the auditors may be prepared to recommend other, higher return investment options.

Action item:

Lydia Witman will e-mail a formal notice to Claudio Vega of Acteva advising that the chapter is closing its account. If no reply is received from Mr. Vega, Ms. Witman will post the letter in the mail.

V. Committee Reports

A. AHIP – Lydia Witman

There continues to be no chapter AHIP liaison. Jenny Pierce shared her e-mail exchange with Kathleen Combs at MLA in which Ms. Pierce asked if MLA might consider doing a webinar that would explain the AHIP process which can be overwhelming for someone applying for the first time. Ms. Combs replied that MLA would not be prepared to start anything nationally before mid-2013, but would be willing to support the Philadelphia chapter if we created something locally.

Gary Kaplan reminded all board members to renew their MLA membership.

Action item:

Jenny Pierce will reach out to the AHIP liaisons from NY/NJ and UNYOC about mentoring/supporting first-time AHIP applicants from the Philadelphia chapter.

Lydia Witman will ask Prudence Dalrymple to bring up the issue of AHIP support with the Chapter Council.

B. Archives – Emily Dunster

No decision has been made regarding an option to store chapter electronic documents. Pending determination of a suitable storage option, board documents should continue to be forwarded to Emily Dunster at Emily.Dunster@jefferson.edu.

The free, Google cloud option does not offer the document security the chapter requires. Jenny Pierce suggested that the chapter consider purchasing a more secure option and finding out what other chapters are doing.

Action item:

Ms. Dunster will investigate other cloud-based storage options for the chapter.

See Archive Committee Report

C. Bylaws – Mitzi Killeen

The transition to Wild Apricot from Acteva affects the chapter's annual dues collection process. Ms. Killeen reviewed the chapter's bylaws regarding dues and noted that the transition to Wild Apricot will prevent chapter members from renewing their membership prior the bylaw's stated February 15th deadline. The chapter has informed members that renewals will be delayed, and Ms. Killeen has checked with Mary Langman, an MLA official, to verify that our chapter is in compliance with our bylaws. Ms. Langman advised that it is not necessary to suspend or revise our bylaw regarding a deadline for dues payment, but we should inform members that there will be a grace period; the new deadline should be noted on renewal notices.

In the context of the increased annual expenses for Wild Apricot (the annual fee for Wild Apricot is \$270), there was a discussion of raising annual chapter dues. Preliminary discussion focused on raising annual dues from \$25.00 to \$35.00. There was general agreement that raising dues could not be justified by the Wild Apricot fees alone, but must be tied to adding value to chapter membership by such things as additional educational programming. It was also noted that dues have not been raised for years, and the chapter has experienced increased costs such as the expenses for the annual dinner. Inflation is also a factor in any consideration for increased dues. If the board decides to recommend an increase in chapter dues, it must be approved by vote of eligible members attending the Annual Meeting.

Action items:

Lydia Witman will look into actions taken by other chapters to raise dues.

Emily Dunster will determine from the archives when chapter dues were last raised.

See Bylaws Committee Report

D. Chapter Council Representative Report –

The chapter has been asked if we would like to nominate a representative to serve on a task force that will investigate MLA systems used for membership and registration functions. Ms. Witman will find out more about the position from Prudence Dalrymple.

Attendance by chapter members at MLA '13 in Boston is encouraged.

Action items:

The Chapter Council representative will post information about MLA '13 on the chapter website to encourage attendance.

Jenny Pierce will create a calendar of chapter members who will be presenting (including posters) at MLA '13.

See Chapter Council Representative Report

E. Communications – Ginny Brown

No report.

F. Development – Barbara Cavanaugh

No report

With the chapter's Annual Meeting date set, Ms. Cavanaugh will begin reaching out to potential chapter sponsors.

G. Education & Credentialing – Jenny Pierce

All information about continuing education programs has been removed from Acteva.

Ms. Pierce reviewed three upcoming training programs: Partnering to Prevent Diagnostic Error: Librarians on the Inside Track (MLA Webcast) to be held at Drexel on March 13; The Ropes: Planning Instruction for the Adult Learner to be held at UMDNJ Stratford Campus on April 11; Informatics for Librarians to be held at Eastern University on June 17.

See Education & Credentialing Committee Report

H. Government Relations – Julia Lewis

Ms. Lewis reviewed the government relations posts to the chapter website since the last board meeting.

See Government Relations Committee Report

I. Membership – Lauri Fennell/ Barbara Kuchan

Activity has focused on transitioning the chapter from Acteva to Wild Apricot and PayPal. The work is nearly complete, and an up-to-date member database should be ready by February 15 in time for the March renewal timeline. A renewal date of March 1, 2013, was set for members who last renewed for one year. Member records have been imported from Acteva. Acteva records included the member's home address, but this will be changed to the member's library or institutional address. Lifetime and multi-year renewal members were input in the system. Passwords need to be set up for members, and it still needs to be determined how to use the system to notify members about their annual renewal date.

J. Nominating – Gary Kaplan

Award nominations were solicited on December 3, 2012, by MLA-Phil mailing list, Twitter, Facebook, and a blog post for: the Bea Davis Education Award; the Randy Bremmer Memorial Consumer Health Award; the Robert Preston Lee Memorial Award; and the AHIP First-Time Applicant Award.

One nomination has been received for the Bea Davis Education Award. No nominations have been received for any of the other awards, including the AHIP First-Time Applicant Award which is a one-time, grant-funded opportunity.

Ellen Abramowitz and Lydia Witman wrote reports about the Connections Quad Chapter Meeting, and Mark Puterbaugh coordinated their publication on the chapter website.

See Nominating Committee Report

K. Program – Barbara Kuchan

The annual dinner meeting has been scheduled on Thursday, April 18, 2013, at the Pennsylvania Headquarters of the National Society of Colonial Dames of America. Catering will be provided by 12th Street Catering. The event speaker will be Dean Caravite, Lead Human Computer Interaction Specialist for the Center for Biomedical Informatics at the Children's Hospital of Philadelphia; he will speak about the roles medical librarians can play in healthcare information technology.

A draft budget for the annual dinner was submitted. The total budgeted expense for the dinner is \$7951.00 which is more than the amount originally approved by the board. Rising costs for such events will need to be considered when planning next year's dinner.

See Programming Report

L. Web Committee – Mark Puterbaugh

The board may wish to consider transitioning from WordPress to Wild Apricot for the chapter's website.

Gary Kaplan asked for an update on Mr. Puterbaugh's project and chapter involvement.

No report.

VI. Old Business

A. Cloud-based archives – Emily Dunster

See Archives Committee report, agenda item V B.

B. Hospital Libraries Section support – Lydia Witman

Jenny Pierce provided information about hospital librarians from the MAR Regional Advisory Group meeting. The Hospital Libraries Special Interest Group is designing a course to educate hospital

librarians on aligning with the organization mission and running the library more like a business. There will be MLA CE for the four, 1-hour online modules covering: writing a business plan; negotiating skills; creating value added services; and proving library worth. The course will begin May 31, 2013.

VII. New Business

There was general agreement among the board members to raise the chapter's annual membership dues from \$25.00 to \$35.00.

Jenny Pierce has developed an online calendar of educational opportunities for librarians that is available on the website of her institution. The MLA-Phil chapter website can link to the calendar.

IX. Adjournment

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

Submitted by: Steven Bogel, Secretary