

# **UHSLC**

## **Meeting Minutes**

August 18, 2008

1:00pm to 3:00pm

Intermountain Medical Center

### **I. Attending**

Burt Barnard, John Bramble, Helen Chang, Alan Groesbeck, Claire Hamasu, Erica Lake, Jeanne Le Ber, Cynthia Melenson, Sally Patrick, Camille Salmond, Lynda Van Wagoner, Alice Weber.

Burt Barnard was introduced to the group. He has taken Valerie Craigle's position as Librarian at the University of Southern Nevada in South Jordan.

### **II. Approval of minutes from last meeting**

The June 2008 meeting was cancelled. Previous meeting minutes are available to review at <http://library.med.utah.edu/uhsdc/meetings.html>.

### **III. Treasure's report** (Camille)

Copies of the treasury report were distributed, and transactions between March 1<sup>st</sup> and August 1<sup>st</sup>, 2008 were explained.

John proposed that UHSLC create a policy for using consortium funds for gifts and retirement celebrations, i.e. a certain dollar amount would require consortium approval. This will be on the agenda for the next meeting.

Erica observed that there was no payment made to the Utah Library Association (ULA). At the January 28<sup>th</sup> meeting, UHSLC agreed to co-sponsor a ULA program for the Health Round Table (HEART). UHSLC was to cover up to \$400 in airfare expenses to bring a speaker in from Washington, D.C. Camille should have been contacted by ULA in May. Erica was under the impression that the speaker had been reimbursed for her all of her travel expenses; she will confirm with the speaker and with ULA.

### **IV. Reports**

- a) Lynn Wilson's retirement party (Erica): A wonderful time was had by the 20 people who attended the surprise party at Faustina's on April 25<sup>th</sup>. UHSLC covered the cost of Lynn and Dana's dinner, and presented her with a gift certificate for Red Butte gardens. Sandy Coletti created a slideshow from an assortment of photos obtained through Dana. The group asked if this slideshow could be shared on the UHSLC website – Erica will check with Sandy. John shared a thank you note he received from Lynn.

- b) Library Advocacy Task Force (Erica): Two reminders were announced:
- The Breezing Along session on August 20<sup>th</sup>, 10am MT, by Barb Jones and Betsy Kelly, will cover tools that help hospital librarians determine the ROI and CBA of their libraries and services.
  - Deadline for submitting marketing and promotion entries for the MCMLA contest, “Frontier Forerunners of Library Marketing and Promotion,” is September 1<sup>st</sup>. Contact Barb Jones at [jonesbarb@health.missouri.edu](mailto:jonesbarb@health.missouri.edu) for more information. Winners will be announced at the MCMLA meeting in Cody in October.
- c) NEJM Library Advisory Board (Erica): A summary of the March 30<sup>th</sup> meeting was distributed - highlights were shared, and board member expectations were discussed. Erica will continue to presents summaries in the future. She will attend her second meeting on September 7<sup>th</sup> /8<sup>th</sup> in Boston.
- d) UHSLC webpage update (John and Jeanne): John added links to library and institution websites if members had provided them in their contact information. Reminded group that if your information is up to date in Docline, it will be up to date on the UHSLC webpage.

John has created a style sheet so that the webpage will be easy to maintain. This lead to a discussion of future maintenance of the webpage. Alan and Cynthia volunteered to take over this responsibility from John and Jeanne.

Claire brought up the possibility of replacing the webpage with a wiki, so that all members could add content, update information, etc., without specific web development knowledge/training. Claire will do a presentation about wikis at a future meeting so that the consortium can decide if it is an appropriate alternative.

- e) Utahealthnet/Go Local update (Sally): With Liz Workman’s departure, GLU (Go Local Utah) is languishing. Sally is working with others at Eccles to maintain it.

Currently focused on two big projects:

- Securing \$10k to fund diabetes education for TC4C - “Tribal Connections, Four Corners.” Difficulties in getting 100% approval from Navajo tribes, but is progressing. Project will probably take through 2010 to complete.
- In connection with the Center for Excellence for Women’s Health’s “UWIN” grant - UWIN is Utah Women’s Health Information Network; is assisting in creating partnerships between clinics and public libraries.

Upcoming events announced:

- Sept. 10<sup>th</sup> and 11<sup>th</sup> - Pioneer training at the State Library. All-day training, by subject areas. Sally will provide the health portion. She will send out the registration link. The group expressed interest in a training session on Pioneer, particularly focusing on non-health databases that could be of use in a health care setting. Sally will look into this for a future professional development session.
- Sept. 19<sup>th</sup> - ULA regional fall workshop has been reinstated. It will be at the College of Eastern Utah in Price. John will be teaching health information resources. Go to ULA website for registration information.
- Oct. 3<sup>rd</sup> - Fit Well Fair for Salt Lake County. RML will be there to advertise outreach programs.

**V. 2008 UHSLC Goals – progress report (John)**

- a.) Poster for MCMLA in Cody (John): No one from Utah submitted anything. Group decided to keep this as a goal for 2009, and to work on accomplishing it earlier in the year.

There was a side discussion about who was planning to attend the MCMLA conference – from the group, just John, Alice, Jeanne, and Claire. Hospital librarians mentioned institutional budget cuts for travel.

- b.) Maintenance and growth of UHSLC Digital Collection (John): Krista Rockne from Eccles has scanned and entered all retrospective material. Need someone who will continue to input material as it is created to keep the collection current. Jeanne volunteered to do this temporarily - would like this position to be reviewed annually. The group discussed the sustainability of the project. It currently exists on the Eccles server, so it is logical to have an Eccles person responsible for maintenance. Requires knowledge of Content DM. Jean is currently working with Krista to create an instruction manual.

Also need to review the existing records to make sure meaningful titles have been attached to the material. Joan Stoddart said she would be willing to do this – Jeanne suggested that she and Linda assist.

Jeanne will show the collection to the group at the next meeting.

- c.) Support library school internships (Cynthia): Emily Eresuma and Marilynn Schwartz are no longer involved with this project – Cynthia is willing to continue it – John volunteered to assist. Cynthia briefly checked with group on which facilities could support, and/or need, library internships. Will put together a draft letter to send to library school programs. Will also look into the possibility of participating in job fairs.

d.) Sponsor professional development opportunities (John): Of the three planned for 2008, have had two. Because the June 2<sup>nd</sup> UHSLC meeting was cancelled, Claire's *Survey Monkey Overview* will be rescheduled for next year. The Aug. 18<sup>th</sup> copyright presentation by Rita Reusch was very informative, and was attended by nine members. A Pioneer demonstration may be arranged for the October meeting. Suggestions made for 2009 – wikis: what are they, how do they work.

**VI. Annual summary of UHSLC accomplishments (John)**

Confirmed the summary is the responsibility of the chair. John will plan on giving a brief report at the December meeting.

**VII. Needs assessment of UHSLC members (John)**

John would like to conduct a needs assessment, as it has been years since the last one. He proposed creating a three-person subgroup, composed of him and two hospital librarians, as they make up the majority of the members. Erica volunteered. The assessment will help determine what the consortium's purpose should be, why we should meet, what we should be doing, what our unique services are, where we overlap with other groups, etc. John would like to have a draft ready to present in October.

**VIII. Officers for 2009 (John)**

Filled – Chair: Alice; Treasurer: Camille; Web Maintenance: Alan and Cynthia; Digital Collection: Jeanne (there was a question as to whether or not the web and digital collection roles classify as officers; John will review bylaws for details on official positions).

To be filled – Co-chair; Secretary

Nominations for vacant positions will be taken and voted on at the January 2009 meeting. John will send out an email reminder prior to the meeting. Members can nominate themselves.

**IX. RML update (Claire)**

Relayed: Sharon Denis is creating a class on how to do podcasts. She would like to conduct an in-person class prior to offering it online, and wanted an idea of how many members would be interested in attending; Claire took a count.

Beginning of September – Network Data Inventory survey; happens every five years. Director of libraries will be emailed the survey. Way to gauge how network members are doing, what to add/subtract from RML contract renewal, etc.

Nov. 19<sup>th</sup> – NLM site visit; happens every five years. Opportunity for consortium members to participate in public session at the History of Medicine room/Eccles - will consist of approx. 2 hr question and answer session.

Netlibrary: E-book collection recently updated – weeded, new titles added.

Reminder: Calendar on RML website shows upcoming training.

MCMLA conference: will be offering database training.

**X. Other business**

None.

**XI. Next meeting**

October 20, 2008 at Shriners Hospital.