

Oregon Health Sciences Libraries Association Board Member Meeting – 7/26/16

Hotel Monaco, Portland, Oregon

Attendees: Helen Guerrero (president), Sue Phelps (president-elect), Andrew Hamilton (Treasurer), Laura Hickerson (secretary)

Meeting called to order at 5:42 pm

Mid-winter meeting minutes

Reviewed and approved

Treasurer's Report (Andrew)

Additional funds provided by the annual meeting are positive, but Andrew is still waiting to receive registrations. Once received they should total \$310.00. Balance should be \$2451 after pending expenses are incurred, so after expenses we will be slightly below even.

Membership

We are down 4 institutions and 2 individual memberships. One membership loss is Casey Eye Institute; however, they do not even have a library or librarian. Andrew said that at the beginning of next membership push he will review who has joined in the past, but not renewed, and make inquiries.

Helen commented that we had talked about doing outreach to other hospitals, and maybe we could continue with this the coming year. Perhaps Sue can continue with this in January (as new president). Andrew sends out membership notices in February. Membership categories are large institution, small institution, and individual. Laura inquired about how many untapped libraries and librarians are out there. Sue mentioned she went to a EBM meeting in Colorado, and there were 4 people there from Kaiser. The board continued discussion about different sources for possible membership.

Sue commented that we should begin looking into possible members in the fall, so that we can come up with a planning list. Sue will look into possible Colleges and Jr. colleges, and Helen will look into hospitals for membership.

OHSLA Website

No updates. Helen inquired if there would be some way to make it more usable. Andrew commented that it would be advantageous to enable a signup form for membership, including payment capability (paypal). The board agreed to look into this possibility, questioned who the paypal account would fall under, and questioned if it could be connected to the Wells Fargo account?

Other topics discussed regarding online membership capability included value for the paypal fee, whether current OHSLA fees are at the level they should be, and using an OHSLA gmail account for paypal. The board commented that this function would need to be enabled before mid-winter in order to accommodate membership push after the first of the year.

Andrew will look into some of the logistics and ask Candice if it is possible to set up on our website. All agreed that it was something we should pursue (paypal and OHSLA membership function on website).

Board positions

President Elect and Secretary positions will be changing. Helen inquired about how nomination would / should proceed at the member meeting tomorrow (7/27/16).

Sue also inquired about board position term clarification. The board commented that the end of the summer meeting, the new president takes post for two years, and existing president becomes past. So the board will ask for nominations for president-elect and secretary positions tomorrow.

Other board positions (besides president) area available for questions, etc. Treasurer name stays on the account the third year in case something needs to be taken care of with OHSLA funds.

Clarification about archivist and web position roles were also discussed. The Web manager position was addressed at the 2015 member meeting. OHSLA may need to clarify the possibility of the web manager position renewing, because it may be difficult to get someone with related skills. Does the organization need to consider making the web manager position renewable? The board commented about the need to for movement on this at the winter meeting so that we are ready for new board membership next summer.

Helen commented that in OHSLA bylaws, Section article 8, the web manager is now part of the board. But she asked if there is another part of the bylaws referring to the position that needs to be changed?

Preparation for OHSLA Annual Member Business Meeting: July 29, 2016

Andrew will be at the Hotel Monaco at 9am to set up, and is bringing a computer. The hotel will have screen, markers, podium, and post-it notes. He also picked up morning coffee cake etc. The coffee will be set up on the buffet, but not available when they arrive. CE lasts from 10 to 12. The taco truck buffet is noon to 1 pm.

Cathy Burroughs from the Pacific Northwest RML will give an update via the computer.

The board also discussed how to structure the networking portion of tomorrow's meeting. Other topics discussed included presenting to membership the possibility of a one-day annual meeting, and a future joint meeting with Washington.

Meeting adjourned at 6:30 pm

Submitted by Laura Hickerson