

MAC/MLA Executive Board Meeting  
September 15, 2006  
Virginia Commonwealth University  
Tompkins-McCaw Library for the Health Sciences  
First Floor Conference Room  
Richmond, VA

MAC/MLA Chair, Pat Hammond, called the meeting to order at 8:50 am.

**Executive Board Members Present:** Pat Hammond, Chair; Ann Duesing, Past-Chair and Chair Nominating Committee ; Melanie Norton, Chair-Elect, 2006 Joint Annual Meeting Committee and Chair Strategic Planning Committee, Deniz Ender, Secretary; Claire Meissner, Treasurer; Paula Raimondo, Chapter Council Representative; Julie Shaw-Kokot, Chapter Council Alternate; Susan Nash Simpson, Chapter Benchmarking Educator and Diane McKenzie, Archivist.

**Committee Chairs Present:** Gary Greenstein, Honors and Awards; Megan Von Isenburg, Communications; Shannon Jones, Membership and Recruitment and Terri Ottosen, 2007 Annual Meeting Co-chair.

**Invited Guests:** Andrea Horn, incoming Chair-Elect, Jonathon Lord, incoming Chapter Council Alternate and Dan Wilson, incoming Chapter Benchmarking Educator.

Julia Shaw-Kokot moved and Paula Raimando seconded approval of the minutes as corrected from the March 3, 2006 Executive Board Meeting. Motion carried.

### **Executive Board Reports**

#### **Chair's Report:**

Pat reported that she worked to implement changes to the MAC organizational structure which were mandated by the Bylaws changes. She also facilitated planning for the 2006 joint annual meeting as needed. Pat prepared and submitted the Annual Report to MLA and developed the MAC 2005/2006 goals and objectives. She submitted articles to each MAC Messages issue.

Pat followed up on MAC Winter Board Meeting items including minutes revisions, clarifications; MLA 2006 Diversity Symposium planning and implementation; call for mentors for first time MAC paper/poster presenters, finding a library for MAC Hurricane Katrina support donation of \$1,000; promoting electronic elections using Survey Monkey.

As a chair Pat appointed the MAC 2008 Annual Meeting Co-chairs, Susan Arnold and Mary Frances Bodemuller; appointed Dan Wilson as Chapter Benchmark Educator for October 2006-October 2008. She worked on recruiting a new Membership Database manager and acted as Board Liaison to the Honors and Awards Committee.

### **Treasurer's Report:**

The report submitted by Claire Meissner, Treasurer, covered income and expenses for January – August 2006. Income totaled \$4,081.45 and expense totaled \$7,836.07. The balance as of August 31, 2006 is \$44,318.69.

### **Chapter Council Report:**

Paula Raimondo reported recent activities of MAC to Chapter Council. These activities are: MAC's co-sponsoring the MLA Symposium, "Serving Diverse Users; Cultural Competencies for Health Science Librarians" at the MLA meeting in Phoenix; MAC's sponsoring a poster at the 9<sup>th</sup> Annual Diversity Fair of the ALA annual conference in New Orleans on June 24, 2006; MAC and the Southern Chapter's joint meeting in Atlanta on October 12-16; MAC's receipt, along with Southern Chapter, of a Chapter-Level Leadership Education Challenge Grant.

Chapter Council Representative served on the MLA Chapter Project of the Year Award jury; communicated with the MAC membership about various MLA projects and programs, including the Hospital Libraries Section/MLA Professional Development Grant for hospital and clinical librarians, and the MLA Awards nomination.

Chapter Council Representative contacted Mary Jackson, Chair of the MLA Research Section, asking for guidance in setting up a Research Committee within MAC. Ms. Jackson suggested looking into South Central Chapter's Research Committee site which is located at <http://www.sccmla.org/research.html>

Paula also updated the MAC information that appears on the Chapter Council website. This is Paula's final MAC Executive Board meeting in the capacity of Chapter Council Representative. As of the October 2006 MAC annual meeting, Julia Shaw-Kokot will be the Chapter Council Representative for MAC and Jonathon Lord will be Chapter Council Alternate. Paula has been elected to the position of Chair of Chapter Council and her term will run from 2006 to 2009. She will also serve on NLM Board.

### **Nominating Committee Report:**

The 2006 Nominating Committee was formed with the appointment of five members. As designated by the MAC Bylaws, one member from each of the four states and the District of Columbia were appointed. Serving on the Nominating Committee were Susan Arnold (WV), Beverly Murphy (NC), Debra Scarborough (DC), Stefanie Warlick (MD) and Dan Wilson (VA). There were four positions to be filled: Chair-Elect, MLA Chapter Council Representative, MLA Chapter Council Representative Alternative and MAC Nominee to the MLA Nominating Committee.

The 2006 MAC Strategic Planning Committee had discussed the possibility of having electronic elections. Beverly and Ann were both serving on Strategic Planning Committee and the Nominating Committee. Following discussions with the MAC Chair and the MAC Chair-Elect who serves as Chair of the Strategic Planning Committee, it was determined that the elections could be done electronically using Survey Monkey. A trial electronic election was carried out utilizing Nominating Committee Members as voters and was found to be successful.

Two versions of the official ballot were prepared, since the MAC Bylaws state that only MLA members can vote for candidates for MAC Nominee to the MLA Nominating Committee, MLA Chapter Council Representative and MLA Chapter Council Representative Alternate. Candidate biographies were posted on the MAC Website.

Ann also reported that Lynn Eades, Membership Database Coordinator, provided a list of current MAC members, designating those members who were also members of MLA and those who were not MLA members. An e-mail message was sent by the Nominating Committee Chair on August 17, 2006 to the MAC/MLA List and to all of the current MAC Members listed in the MAC Membership Directory. This e-mail was sent to alert them that elections were being held electronically, to watch for the next e-mail message to follow shortly that provided instructions and a link to the ballots, and that candidate biographies were posted on the MAC Website. The voting deadline was set for September 8. Two follow up messages were sent via the MAC List to remind MAC members to vote by the deadline. Ann also reported that 106 ballots were returned. The results of the 2006 election were announced to the MAC Executive Board during introductions at the beginning of the meeting. They will also be added to the Nominating Committee report prior to the annual business meeting in Atlanta, where the winners will be announced.

### **Chapter Benchmarking Educator Report:**

Susan reported the MLA Benchmarking Survey results were posted and communicated in an interactive format in fall 2005. An article promoting Benchmarking Interactive Reports was prepared for January 2006 issue of MAC Messages. A request for additional chapter examples of successful use of benchmarking data was sent out; however, there were no replies to this request. The BCE did not attend 2006 MLA due to a library move. Dan Wilson was appointed as MAC's BCE for 2006 - 2008.

### **MAC Archivist:**

Diane reported that during the past year the MAC Finding Aid was finished by the Tompkins-McCaw Library Special Collections staff. It is now available at:  
<http://ead.lib.virginia.edu/vivaead/published/vcu-tm/vivadoc.pl?file=virguh00026.xml>

This page will be linked to the MAC Archives page. Jodi Kosti, Special Collections Librarian at Tompkins-McCaw Library also visited the Board meeting for a few minutes

and mentioned that members can call anytime if they needed further assistance with the Finding Aid. Board members thanked Diane and Jodi for organizing the archive.

Because Diane will be retiring in September 2007, MAC is searching for a new archivist.

Julia moved and Paula seconded the reports. Pat thanked Paula and Diane for their contributions to MAC since this was their last MAC Board Meeting.

### **Old Business**

- **Policies & Procedures Manual updates** – It is noted that the PPM needs to be updated. Each committee chair should be responsible for updating their section and sending it to the Strategic Planning Committee. Once they approve the final revision, the updates can be sent to Communications Committee.

Gary suggested that these changes could be announced in the newsletter. Each addition could be published on the website as well. Each committee chair and officers should review the PPM and send it to the Strategic Planning Committee. Megan volunteered to send the most updated PPM for each section to Andrea, incoming chair-elect.

- **MLA Chapter Sharing Roundtables/free lunch new member** – Two new MAC members were sponsored by MAC at the MLA '06 Chapter Sharing Roundtables. They were: Linda Spitzer and Brandi Tuttle.
- **MAC Website Redesign** – Adam Glazer is still working on the MAC website. The new site will be announced at the annual meeting.
- **New MAC Logo** – The new MAC logo will be available on the MAC website. Members will be able to download the logo. Also an MS Word version will be available for use as stationery letterhead.
- **New Membership Brochure** – Shannon and Susan Williams (Communications Committee) worked on the new brochure. Shannon presented the draft copy to the Board Members to review the document. Acteva information will be added to the brochure. Also the names of the committees will be updated.

Board members suggested including the AHIP counseling information as a benefit in the brochure as well. It was also suggested to that printed copies need to be distributed at the MLA annual meeting and career fairs. Some can be distributed at the MAC annual business meeting in Atlanta. The revised draft copy of the brochure will be sent to the board members for review/suggestions.

- **Support for the first time meeting presenters** – Board members discussed options to encourage hospital librarians to present at the meetings. Julia indicated

that other chapters provide awards for best presenters. Claire suggested compiling examples of presentations done by hospital librarians would be good example for hospital librarians. Melanie mentioned that templates for presentations could be available for librarians so the information can be plugged in. Also categorization of the papers and posters would help selection committee to accept more presentations from hospital librarians. Presenters could be announced in MAC Messages as well.

- **MAC Membership Database Manager** – Recruiting a MAC member with the skills to manage the database has been very difficult. Board members discussed the option of MAC sponsoring a member to attend a training program. Also this task could be outsourced. As first action, Lynn Eades and Barry Hayes at UNC will be contacted to assist with finding the cost for such a training program and also to see if they will be willing to fill that position. Cold Fusion is the program that is being used right now. It was also suggested to look into ways of recruiting more librarians with MIS background.
- **ACTEVA Project Poster at MLA 2006** – Acteva project poster was presented at annual MLA meeting in Phoenix and was very successful. Julia received lots of good feedback.
- **Hurricane Katrina Support** – Pat will present a \$1,000 check to the Gunter Library of the Gulf Shores Research Laboratory in Ocean Springs, MS at the annual MAC Meeting in Atlanta in October, 2006.
- **2006/2007 MLA Chapter Project Award Symposium** – In November 2005, Shannon nominated the MAC Conference Scholars program for the MLA Chapter Project of the Year. Shannon suggested submitting the 2006 MLA diversity symposium project for the 2006/2007 Chapter Project Award. Susan and Paula, who have sat on MLA award juries, said that presenters need to spell out very clearly how their project meets the criteria. Using a notebook, with additional information, would also help. Julia suggested that the nomination application could be sent to members who worked as judges at MLA so they can review it before it is sent out to MLA. Julie also suggested that online voting could be another project that MAC can submit next year for MLA project award.
- **Orientation for MAC Officers and Committee Chairs** – A tip sheet for MAC officers and committee chairs is available on the MAC website. Pat and Ann plan to work on a generic MAC calendar. They will send the draft to board members to review. Having new incoming members at the fall board meeting was a another initiative. Committee chair-designates were also invited to this meeting, however, none could attend. Jonathan volunteered to pass the 2005 Local Arrangements Committee folder to Terri. She is co-chairing the 2007 Annual Meeting Committee.

- **Subscription to Survey Monkey** – Board members discussed the option of purchasing Survey Monkey to conduct MAC business. The expense of this product will be explored and final vote will be done via e-mail.
- **MAC Retirees – Annual Contact** – Keeping track of retirees is a challenging task for Membership and Recruitment Committee. To assure that retired members wish to remain in the MAC membership directory, the M & R Committee should make annual contact with them. Diane volunteered to look through the membership list and select the members who retired. Changes will be made on the website and a special mark could be used to specify retirees, students, etc.
- **Needs Assessment** – Board members agreed to conduct another needs assessment. Survey Monkey will be a good tool to use for this task. Paula suggested having short, targeted surveys would increase response. Andrea and the 2007 Strategic Planning Committee will look into this task.
- **MAC Nominee to the MLA Nominating Committee** – Information on candidates is on the MLA website.
- **MAC Research Committee Interest** – MLA’s Research Section is working on improving their website. Pat asked if there was interest in creating a research taskforce or committee. Board members suggested that this could be included in next needs assessment. This topic will be announced at the next MAC Annual Business Meeting in Atlanta.

### **Committee Reports**

**Communications Committee:** - Megan von Isenburg, Chair

Megan reported that Adam Glazer, MAC Website Editor, is wrapping up the Website revision that incorporates results of Website usability survey held last year. Website pages are being transitioned over to the new template and the site will be launched before the annual meeting in October. Also an e-mail announcement will be sent out to the lists.

Megan mentioned that [www.macmla.org](http://www.macmla.org) website is not an option if VCU continues to host the site. The committee is now working on directory of libraries in MAC region. The new logo has been incorporated into MAC service recognition certificate. Special thanks to Bob Ladd for creating this new document. Electronic letterheads in MS Word will be stored with the logo in freely accessible area of new site.

The *MAC Messages* publication schedule change from bi-monthly to quarterly was successful.

The Communications Committee will work with the Membership Committee on the redesign of the membership brochure. Acteva information and the new MAC logo will be added to the new brochure.

Megan reported that the Strategic Planning Committee is leading the process for any revisions to the PPM required from Bylaws changes.

She also suggested that the state reporters could attend the Communications Committee meeting at the annual meeting in Atlanta. Paula mentioned that an article about the new MAC logo was submitted to *MLA News*.

**Honors & Awards Committee** – Gary Greenstein, Chair

Gary indicated that the committee operated as a “virtual” committee with all business conducted by e-mail and a few phone calls.

The committee had submitted questions to MAC Messages to identify retirees and submit retiree biographies for MAC Messages; created a form letter requesting award nominations; requested award nominations via e-mail, phone contacts and letters from DC, Maryland, North Carolina, Virginia, West Virginia members; requested award nominations in MAC Messages and on the MAC list; contacted MLA to get a list of MAC members that are also AHIP members.

Gary also reported that the committee obtained the names of all outgoing officers, committee chairs, etc. Using e-mail the committee chose three award winners and they are:

MAC Librarian of the Year, Paula Raimondo  
Marguerite Abel Service Award, Adam Glazer  
One Person Library Recognition Award, Deniz Ender

The committee also provided an AHIP membership list to MAC Messages and it was published. Gary mentioned that the committee still has to create plaques for award winners; prepare the Certificates of Appreciation for all outgoing officers; provide an AHIP membership list to Local Arrangement Committee for inclusion in the Conference packet; prepare the final committee report; select two new committee members; prepare presentations at the MAC Meeting and submit Chapter nominations for MLA awards.

**Membership and Recruitment Committee** – Shannon Jones, Chair

Robert James submitted his resignation as Chair of the MAC Membership and Recruitment Committee to Pat Hammond in July 2006. Shannon Jones, Chair-Designate, has assumed the Chair position.

The committee is currently looking for Chair-Designate.

2006 MAC Conference Scholars program was prepared and distributed. The committee received ten applications and Amy Blevins, a new librarian at the William E. Laupus Health Sciences Library at East Carolina University has been selected as the 2006 MAC Conference Scholar. Ivonne Martinez, 2005 MAC Conference Scholar, will serve as Amy’s conference mentor.

Members of the MRC will be present to welcome new MAC members at the Annual Meeting New Members Reception on Friday, October 13, 2006 in Atlanta. The cost for this reception will be about \$500. The committee will also plan the annual membership drive at the 2006 MAC annual meeting.

The search for a new MAC Membership Database Manager continues. Shannon reported that MRC had created a yahoo group for their committee to serve as a place where committee members can discuss, exchange, and store documents that are relevant to their group.

Welcome letters have been sent to all new and returning MAC members. Shannon made a motion for requesting \$85 to cover complementary MAC Membership for the some of the 2006 MAC Conference Scholar program applicants who were not selected. The board approved a motion to provide a one-year complementary MAC membership to all MAC Conference Scholars applicants who are not selected. The total cost of 2007 complementary membership for these nine applicants will be approximately \$165.

**Action: After Board review, the PPM needs to be updated to incorporate these changes and to reflect the current guidelines for the MAC Conference Scholars program.**

**Professional Development Committee** – J. Dale Prince, Chair

Pat Hammond presented Dale Prince's report. The Professional Development website was updated to reflect professional development activities in the region. An invitation to participate in a poster or paper mentoring relationship was sent to the MAC List. Not many librarians were interested in this program, however, Dale reported that this program may well be a success if it continues and is well promoted.

The committee worked with the Joint Annual Meeting Planning Committee to determine the numbers and blend of classes. The committee received training awards and grants from the NN/LM SE/A and from the Leadership and Management Section of the MLA. \$3,500 was raised to subsidize classes.

Six classes have been planned for onsite, at the hotel, and four for offsite, at St. Joseph's. All classes will take place on the same date, October 13, 2006. The classes will be taught by Ms. Snow-Croft, Ms. Ottosen, Mr. Prince, and Ms. Malizia cost \$0 to \$500, so they need not be cancelled due to poor turnout. However, since 15 attendees is the break-even number for the other classes, it appears that the classes taught by Olson, Anderson, and Mason may have to be cancelled.

Southern Chapter representatives report that many Southern Chapter members have not registered for the meeting yet. Offsite classes will be reached by MARTA rail. Shepherds will be used to ensure that all attendees get on and off at the correct place.

## **Strategic Planning - Melanie Norton, Chair**

Melanie reported that this was the first year, MAC held officer elections electronically using Survey Monkey. As the result of a bylaws change, this is the first year that the Chair-Elect of MAC served as the Strategic Planning Committee Chair.

MAC Bylaws amendments recommendations were presented by the MAC Immediate Past Chair, Ann Duesing, for review by the Strategic Planning Committee and the MAC Executive Board. Amendments were sent to the MLA Bylaws Committee and approved. A report of the voting results will be given at the MAC Annual Business Meeting.

Diane Fuller resigned as member of this committee and MAC. She is now working in a high school library. Diane Fuller recommended, Stephanie Warlick to take her place. Dan Wilson will be rotating off the committee and will take Susan Nash Simpson's place as Benchmarking Chair of MAC.

## **2006 MAC Joint Meeting Planning Committee Report – Russet Hambrick, Co-Chair; Melanie Norton, Co-Chair.**

At the Fall Executive Board Meeting, Melanie indicated that the full registrations have increased to 277. 148 of the registrations are from Southern Chapter Members and 107 of the registrations are from MAC Members. 104 members are signed up for the MAC Business Meeting. 65 members have signed up for the Round Table and 47 members are registered for the Hospital Librarians Luncheon. There will be 39 poster and 32 paper presentations.

The quota for hotel rooms is met and therefore the meeting rooms will be free of charge.

The meeting website is up and is located at: <http://www.hsl.ecu.edu/2006/index.html>  
Special thanks go to the team at East Carolina University led by Roger Russell.

Several news stories about the continuing education classes, roundtables, and call for papers and posters were submitted for the both chapter's newsletters. Also several e-mails were sent to the respective chapter lists announcing the meeting and events.

Dr. David Satcher, the 16<sup>th</sup> Surgeon General of the US, Dr. Joe Bresee, from CDC, and Dr. Mark Williams from Emory Healthcare will be three keynote speakers at the annual meeting. An added speaker, Dr. Neil Shulman, author of Doc Hollywood will also be participating in the program on Saturday, October 14, 2006 from 11:30 to 12:00 noon in the ballroom. The Hospital Librarians lunch has been moved back 30 minutes.

Other speakers include Jean Shipman, MLA President; Janice Kelly, Executive Director, NN/LM SE/A, and David Gillikin, Head, MEDLARS Management Section of NLM.

Julia Shaw-Kokot is coordinating the roundtables event. Guest speaker for the Hospital Librarians Symposium will be Mary Fran Prottzman, the Chair of the Hospital Libraries Section. There are over 30 exhibitors for the conference.

The two chapters were awarded the Leadership and Management Section's training award for \$3,500 to support a CE class by a nationally recognized management trainer, Lynne Waymon.

The opening reception will be held at the Atlanta Botanical Gardens featuring a dance troupe and the Bearded Pigs. A Banquet will be held on Sunday evening at the hotel with music and entertainment. The Hospitality Committee is offering tours of CDC; and Atlanta, including the Jimmy Carter Library and Museum, the MLK Jr. Center, Coca-Cola Museum, Margaret Mitchell house, and the Aquarium.

### **2007 Planning Committee Report – J. Dale Prince, Co-chair; Terri Ottosen, Co-chair**

Terri reported that the Planning Committee, along with Pat Hammond, has worked with Group to Go to secure a location for the meeting. The original location, Marriott Waterfront fell through due to the hotel's inability to be flexible in regard to room nights on the nights preceding and following the meeting. Group to Go and Marriott worked to get MAC into the Marriott Inner Harbor at Camden Yards. This hotel is closer to University of Maryland's Health Sciences and Human Services library, where computer-based CE classes will be held. The group rate for rooms is \$169 per night. Food & beverage costs must be \$17,000 or greater.

The meeting will be held in Baltimore on October 8-11, 2007.

A theme, based upon many options now facing libraries and their patrons in regard to information delivery, has been chosen: "What'll it be, Hon? Libraries a la carte." The word "Hon" used in the theme is taken from the Baltimore tradition of bee-hived women who call everyone "Hon." A local artist, Leslie Smith, has agreed to license her "Hon" character for our meeting at \$2.00 per bag or whatever promotional object is chosen for the event.

The Regional Medical Library budgeted for two \$5,000 awards to give to the Chapters in its regions so that they may host a technology event. The Committee has requested that the PDC look into the possibility of using a portion of the meeting to host this event.

The budget is going to be presented at the 2007 winter Board meeting

### **2008 Annual Meeting**

Pat reported that the 2008 annual meeting committee will be co-chaired by Susan Arnold and Mary Frances Bodemuller.

Board members are looking into Morgantown, WV to host the 2008 Annual meeting. Pat and the members of planning committee will visit two facilities in Morgantown on September 23rd.

### **MLA Symposium Final Report – Shannon Jones**

Shannon reported that there were 29 participants at the “Serving Diverse Users: Cultural Competencies for Health Sciences Librarians Symposium.” The preliminary budget report showed a net profit \$3,461.06, which will be divided by MLA and MAC. (\$1,730.53 each)

Shannon presented a poster at the Ninth Annual Diversity Fair at the American Library Association annual conference on June 24, 2006. She shared the diversity poster and the binder with the board members. Gary and Pat suggested that this poster could be sent to other libraries or presented at state meetings, like ANCHASL. A PDF version of this poster could be saved on the website as well.

Shannon is looking into submitting another CE symposium in 2008 about new library school graduates.

### **New Business:**

- **Role of Board Liaisons** – Board members agreed that the liaison program is very beneficial and should continue. Officers should be notified that their position will include being liaisons to committee chairs. This should be included in PPM.

**Action: PPM needs to be updated to reflect this addition.**

- **Increase of Travel Reimbursement** – Pat and Claire presented a financial impact projection about increasing the total amount of the MAC travel reimbursement. Since the gas prices have increased tremendously, board members discussed the option of increasing the travel reimbursement for mileage. However, this would help only a few members. No official motion was made on raising the travel reimbursement.
- **Financial Task Force/Dues Increase** – Claire had reported that the overall expenses of MAC are going up. Since the board members are not trained to do financial reports, Gary suggested hiring an outside consultant. Chapter Council Representatives will explore what the other chapters are doing. They will report back to the Chair.
- **New MAC Archivist** – Diane asked if board members know anyone who is knowledgeable in history or archives and would like to work as MAC Archivist.

- **Annual Meeting Rotation** – Board members discussed that meeting in DC in 2009 will be little problematic since MLA will meet in DC in 2010. Board members agreed to ask the DCAHSL group if they will host the 2009 annual meeting.

Meeting was adjourned at 2:40 pm.

Respectfully submitted by,

Deniz Ender  
MAC Secretary