

**MLGSCA Business Meeting
Spring Meeting Minutes
April 15, 2004
1:00 pm to 2:00 pm
UC Riverside Science Library**

CALL TO ORDER

President Alan Carr called the meeting to order at 12:59.

WELCOME & INTRODUCTIONS

Alan welcomed two new first time attendees, Geetha Yapa, UCR Science Library, and Paula Romeyn, San Jose State University, Fullerton Campus, School of Library & Information Science student.

Alan thanked Diana Lane for hosting the workshop and meetings.

ANNOUNCEMENTS

Carla Smith, Maricopa Integrated Health System, Phoenix, AZ, will be the new ILL Coupon Manager starting July 1, 2004. Judy Kramer is back from maternity leave and will soon begin a new position as the Director of Libraries for the MemorialCare System. She will be based at Long Beach Memorial Medical Center. Marilyn Schwartz, Chief Librarian, Naval Medical Center, San Diego, is retiring at the end of May. Rochelle Minchow, from the UC Irvine Science Library, is retiring at the end of June. Helen Seaton, Arizona State University, will also retire at the end of June. Alan Carr, MLGSCA President, wrote an article about the HIV/AIDS Information Summit held at UCLA in March, 2003, which was published in the April 2004 issue of JMLA.

APPROVAL OF MINUTES

The minutes of the January 29, 2004, business meeting in Sacramento were approved as written.

OFFICER AND COMMITTEE REPORTS

Treasurer's Report: John Carney reported that as of March 31, 2004, the primary checking account balance was \$4,435.25. This figure reflects total quarterly receipts of \$1,825.00, including \$960.00 in advertising; \$780.00 in membership dues; \$40.00 in exchange participation, and \$40.00 in scholarship donations. Expenses for the quarter included \$1,000.00 for a scholarship award; \$450.00 in education/training; \$360.00 for online hosting fees; \$215.45 for computer hardware/software; \$226.00 for mailbox rental; \$75.00 for CE filing fees; and \$42.00 for mailings, for a total of \$2,268.45.

The Joint Meeting fund had \$2,345.27 as of March 31, 2004, Quarterly activity included \$110.73 in expenditures for public relations stickers, and a refund in checking account fees of \$113.23.

The Vanguard Money Market account had a quarter-ending balance of \$251,354.48, reflecting \$468.99 interest earned.

The MLGSCA Endowment Fund showed a balance of \$27,246.75, representing an increase of \$1,746.55 since September 30, 2003. The Delaware fund was closed December 31, 2003, and our financial advisor is looking for new investment vehicles for the money.

ILL Coupon Manager report: Caroline Elman submitted revised reports for the year 2003. The 2003 income reflects 25,660 coupons sold and 116 service fee charges of \$5.00, for total coupon income of \$51,900.00. With fund transfers of \$21,000.00 and interest income of \$4.08, the 2003 year-to-date income was \$72,904.08.

Expenditures for the period January-December 2003 included 32,370 coupons redeemed for \$64,740.00; postage and mailing fees of \$239.87; and bank fees of \$27.39, for a total annual expenditure of \$65,007.26. The coupon liability on December 31, 2003 covers 94,206 coupons in circulation, at a value of \$188,412.00. The checking account balance on December 31, 2003 was \$9,012.08.

For the January-March 2004 quarter, there were 4,600 coupons sold, with a value of \$9,200.00; 27 service fees totaling \$135.00; and a membership fee of \$35.00, for a total income of \$9,370.00. Expenditures for the first quarter of 2004 included 4650 coupons redeemed at \$9,300, a membership check to MLGSCA for \$35.00, and postage fees of \$38.35, for a total of \$9,373.35. Total coupon liability on March 31, 2004, was \$174,892.00.

With the EFTS program being phased in, the coupon liability is dropping. Alan asked the membership to send him ideas that he can pass along to Ed Donnald to encourage EFTS participation, and facilitate the transition away from coupons. Deborah Klein noted that with the use of Freeshare, many libraries can not only save money, but save time if they don't want to bill libraries through EFTS.

Caroline Elman will write an article for the July 2004 issue of MLGSCA Link which will include helpful EFTS contact information. Alan presented Laurie Piccolotti with a stuffed toy "Tugger", the DOCLINE mascot, for being the chapter member present with the longest EFTS enrollment.

Awards Committee: Russell Smith announced that Marissa Lighthiser, San Jose State University, Fullerton Campus, was the third student scholarship award winner for 2003-2004.

CE/Program Committee: Marsha Kmec thanked committee members Alice Kawakami and Cheryl Bartel for their hard work this year. She noted that the CE program, Health Statistics: Navigating the Data, will also be presented in Arizona on April 19th. Marsha reported that MLA CE satellite teleconferences will most likely continue at the rate of two per year, and the next one is scheduled for September, 2004. Marsha recommended that future CE/Program committee budgets include funding for sponsoring teleconference sites.

Chapter Council Report: Doreen Keough talked about the MLA Colleague Connection program which matches first time MLA annual meeting attendees with

experienced attendees. Betty Allanson mentioned how helpful and pleasant her experience as a first time attendee was because she had been a participant. Doreen asked members to sign up for the program. For more information, contact her at dkeough@dhs.co.la.ca.us or 213-240-7780.

Governmental Relations/Bylaws Committee: Betty Allanson asked members to check www.mlanet.org for new Government Relations information. The first item of note is the copyright page with many helpful links to resources. The second item is information on the annual Visit the Hill or Capitol Hill Day program. Members can get tips for planning visits and how best to get points across. The Legislative update section has information on current legislation of concern to MLA members.

Joint Meeting 2005 Committee: Diana Lane reported that planning for the Joint Meeting, to be held at the Long Beach Hyatt on February 2-5, 2005, was going well. Diana and the other Tri-Chairs, Judy Bube and Judy Kraemer, encouraged contributions of creative programming ideas from the membership. Chairpersons are still needed for two subcommittees, Exhibits and Hospitality. The next planning meeting is scheduled for Monday, April 26, 2004, in Burbank. Planning meetings are being held across the greater Los Angeles area to equalize the burden of travel for members on the various planning committees. Several methods are being considered for the most convenient way to notify and register attendees. The Sacramento Joint Meeting planning committee only used electronic notification, which some MLGSCA members did not receive. For 2005, reminder postcards with registration deadlines will be sent to NCNMLG and MLGSCA members. Pacific Northwest Chapter members are welcome to attend, but already have their own annual meeting plans for October, 2005. Alan noted that the 2006 MLA annual meeting will be held in Phoenix, and that he had been contacted by the Chair-Elect of the Pacific Northwest Chapter, Kathy Martin, to see if MLGSCA would be interested in participating in another Tri-Chapter meeting in Vancouver, B.C, in October 2006. There was a positive response from those present, so Alan will notify PNC/MLA of our interest.

Nominating Committee: Laurie Piccolotti reported for Craig Haynes. With about forty percent of the membership voting, the results of the 2004 election were:

- Alice Kawakami, UCLA College Library, President-Elect
- Lisa Marks, Providence Saint Joseph Medical Center Library, Treasurer-Elect
- Rebecca Birr, Maricopa Integrated Health System, Secretary
- Andrea Lynch, PSRML, and Janet Hobbs, Cedars-Sinai Medical Library,

Nominating Committee

Professional Issues Committee and Recruitment Task Force: Irene Lovas asked for volunteers to attend the Reforma Career Fair to be held at Fullerton Public Library on Sunday, April 25, 2004. She will attend and would like any volunteers to plan to attend between 3:15 and 4:15 pm. An article about the rewards of participating in these Career Fairs appeared in the January 2004 [MLGSCA Link](#).

Irene also strongly urged members to sign up as mentors on the MLA web site. The response to date has been low.

The Recruitment Task Force submitted its final report and recommendations for the MLGSCA scholarship program. It was clarified that a student cannot be awarded the scholarship two years in a row under the new guidelines.

Electronic Information Resources Committee: Alan Carr reported for Chris Ewing that our Web site space allocation on the MLA server was increased from 150Mb to 500Mb. The MLGSCA listserv has migrated from the UCSD server to the MLA server, with Chris Ewing as the new moderator. All current MLGSCA members should have received a subscription notification from the new listserv. Only subscribed members may now post messages, which should eliminate the spam problem. Any current MLGSCA member who is not subscribed and/or receiving messages from the new listserv should contact Chris Ewing for assistance: cewing@usc.edu.

Exchange Committee: Alan Carr reported for Evonda Copeland that the coding from the MLGSCA exchange database, which may be adapted for nationwide use, was sent to Kate Corcoran at MLA Headquarters for review. Kate said revisions would be necessary in order to make the coding compatible with MLA's standards. Evonda will ask the programmer at UCI who created the code if he can make the modifications at no charge. Another possibility is to outsource the work, with the cost shared between MLA and MLGSCA.

Membership Committee: Alan Carr reported for Cinthya Ippoliti that there are about 280 current members. Cinthya is preparing a proposal for formalizing the selection of honorary MLGSCA members at the June transition meeting. Anyone with suggestions to offer should contact Cinthya at: cippolit@library.ucla.edu. Since membership directory options had never been discussed at a business meeting since the cessation of the print directory, Alan proposed a straw poll to survey support for several options, based on what he and Cinthya observed on other chapter Web sites. Options mentioned were: 1) Complete directory information online with password protection; 2) complete information online without password protection; 3) publicly accessible online directory with only name, city, state, and email address; 4) PDF directory emailed via the listserv with regular updates (not searchable); 5) use the searchable online MLA directory. The discussion resulted in consensus that an online directory was desired, and the MLA only option was not adequate because some MLGSCA members don't belong to MLA. There was also general agreement that a PDF document was an acceptable substitute while details are worked out to establish a password-protected MLGSCA directory with full member information, as well as institutional listings.

MLA Benchmarking Report: Deborah Klein reported that the Benchmarking Survey was now available. MLA is asking all members except academic institutions to submit their data by June 30, 2004. Deborah noted that it is easier than ever with

plenty of help screens and easily accessible definitions. Those participating last time will be able to access their previous report. Deborah noted that it doesn't take much time, about an hour or so, to pull together the information to submit. She also noted that libraries can use the data to compare their services with others. She was able to use the data to gain an assistant for her library.

PRESENTATION OF AWARDS

The MLGSCA Louise Darling and Lifetime Achievement Awards were presented to two very deserving and highly respected members of MLGSCA:

Anna Habetler, formerly of Children's Hospital, San Diego, was awarded the Louise Darling MLGSCA Achievement Award for significant contributions to health sciences librarianship, as well as to MLGSCA.

Marilyn Schwartz, Naval Medical Center Library, San Diego, was awarded MLGSCA's second Lifetime Achievement Award. The purpose of the Lifetime Achievement Award is to honor a retiring MLGSCA member who has made lasting contributions to the profession of health sciences librarianship.

OTHER BUSINESS

Alan Carr passed the gavel to incoming President Marsha Kmec, who will begin her term as President at the June Advisory Council transition meeting. If you would like to volunteer to be a committee chair or serve on a committee, please visit: <http://www.mlgscamlanet.org/CommitteeInterestForm2004-5.pdf> to access the committee interest form or contact Marsha at mkmec@ucla.edu.

ADJOURNMENT was at 2:13 pm.

**Respectfully submitted,
Laurie Piccolotti, Secretary**