Call to Order and Welcome:

Cheryl Bartel called the meeting to order at 12:00 P. M. Introductions took place at the beginning of the CE, and were not repeated for the meeting.

Approval of Minutes:

Minutes from the April 23, 2007 Business Meeting at the UCLA Faculty Center in Los Angeles, CA were presented. The following corrections were made:
On page 1, 3rd paragraph, “One change would be reflected in the title, which would be changed to treasurer-elect. The other change would be reflected in the term served which will be a solid two year commitment, with the first year spent on preparing the budget.” Was changed to, “The position of treasurer-elect will be eliminated, and the treasurer position will now be a two year term commitment with the first year spent on preparing the budget.”

Announcements:

Judy Kraemer announced that she will be participating in a panel discussion on the topic of Hospital Libraries and Librarians at the Joint Meeting in February 2008. The other panel members will be Dr. Weiss (a Joint Commission representative), Mark Funk, a librarian from Kaiser Permanente in Northern California, and Jackie Doyle will be the moderator. Kraemer asked the group to email her with any suggestions or feedback that she could present at the panel discussion. Kraemer also noted that she will be setting up a networking meeting for hospital librarians to share their experiences and promote the survival of hospital libraries. She asked that any interested members should contact her or provide her with their business cards.

Kay Deeney announced that she will be conducting a PubMed for Library Assistants course at UCLA on December 13, 2007 from 9 A.M. - 12:30 P.M. There is no charge for the course.

Committee Reports:

Treasurer: (C. Bartel for S. Lezotte)

Bartel reported that MLGSCA assets are currently $322,965.00, down from $324,992.00 at the end of the 2007 fiscal year.
MLA Chapter Council: (K. Deeney)

Deeney stated that the latest issue of MLA News published highlights from the Chapter Council Board Meeting. She reported that MLA’s 2009 Annual Meeting will be themed “I-Fusion: Creating Information Opportunities.” Deeney also reported that the Joint Commissions’s Information Management standard will not be eliminated as of yet. The Chapter Council will continue to support Roundtable discussions at MLA Annual Meetings.

Awards: (C. Bartel for L. Stubblefield)

Bartel reported that an article was published in the MLGSCA Newsletter requesting applications for the various awards MLGSCA provides. Two scholarship applications have been submitted. No applications have been submitted for the Professional Development or the Louise Darling Awards.

CE / Program: (D. Klein)

Deborah Klein reported that MLGSCA sponsored two sites for the MLA webcast on November 20, 2007, the PSRML sponsored nine sites. Attendance of the webcast was reported as moderate. MLA’s next webcast will be on March 5, 2008. MLGSCA may again sponsor sites for the webcast. Klein noted that our next CE class will be scheduled for the Spring 2008. She is trying to find an appropriate instructor for a “Literature search in 60 minutes or less” type of class, and solicited recommendations from the group.

EIRC / Webmaster: (A. Lynch)

Andrea Lynch reminded the group that it is her responsibility to maintain the MLGSCA listserv, and that any updates can be sent to her. She reported that the SurveyMonkey account has been renewed and it’s use will continue to be a member benefit. The guidelines for use are posted on the MLGSCA website, please contact Lynch via email for the username and password. Lynch reported that Melissa Just is the assistant webmaster. Please email any proposed changes to the website to Lynch and cc Just. Both have access to Dreamweaver and are able to make changes to our website. Lynch reported that she and Just reviewed our website in Spring 2007 for updating purposes. They are still making changes to the pages. Lynch hopes to conduct a usability test of our website in Spring 2008. It was reported that an electronic version of the AC Manual has been located and Just is currently updating it. Klein recommended that a MLGSCA logo page be available on our website so that members may download the logo when needed. Lynch agreed and stated that the Public Relations committee should own the page and that she would assist with the creation of the page.
Exchange: (E. Copeland)

No report.

Finance: (L. Marks)

No report.

Government Relations: (M. Kennedy)

No report.

Interlibrary Loan: (M. Hicks)

Marian Hicks reported that the ILL committee is busy promoting the use of EFTS and FreeShare among MLGSCA members.

Coupon Exchange: (C. Bartel for K. Carlson)

Bartel reported that the discontinuation of the Coupon Exchange system would be discussed under New Business.

Membership: (D. Linden for E. Wakiji)

Danielle Linden reported that the 2008 Membership renewal will be made available in mid-December and that announcements will be posted on our website and the listserv. As of November 19, 2007 the MLGSCA membership is as follows:
Retired members: 7
Student members: 34
New members: 14
Renewing members: 194

Linden also reported that the format of the membership directory list is still being considered by the AC and should be available on the website soon.

Newsletter: (R. Ogawa, A. Griffith)

Rikke Ogawa noted that the Fall 2007 newsletter has just been published and is available on our website. She reported that an article was published discussing the newsletter’s transition to a blog format in the near future. The blog format will allow more a more timely distribution of news and the ease of editing will allow for more authors and commenters. This should allow for more members to actively participate in the newsletter. Ogawa noted that the timeline for the blog transition is listed in the Fall 2007 newsletter.
Ogawa addressed the few concerns that have been raised regarding the transition to blog format including:

1. The approximately $400. per quarter earned from advertisements
2. Hospital librarians’ access to blogs
3. Newsletter editor recruitment and AHIP points

Ogawa reported that the blog will have an MLGSCA URL and that hospital librarians’ access will be tested with the Winter edition. She anticipates that the Spring 2008 newsletter will be the last one published in pdf format. In regards to the editor recruitment and AHIP points, Ogawa anticipates that the blog will not affect the amount of work done. The editor’s work will transition from newsletter formatting to promotion. Ogawa noted that she requested feedback from the group in her newsletter article but hasn’t received any yet. Laura Brown asked Ogawa if we had considered attaching advertisements to our messages on the listserv as an alternative to newsletter advertising. Ellen Aaronson noted that this question had been raised previously and our members thought that the listserv wasn’t an appropriate place for advertisements. Ogawa reported that she contacted the other MLA Chapters who have transitioned their newsletter to a blog format, and noted that all three Chapters have given up on advertising at this time. She noted that MLA recommends that Chapters use their websites for advertising to make up for lost revenue. In closing, Ogawa reported that she will be using the WordPress blog software for the newsletter.

Nominating Committee: (E. Aaronson)

Aaronson reported that an electronic copy of the AC Manual has been found and has not been updated in two years. She will be contacting committee chairs and asking them to update their part of the Manual in February 2008. Aaronson reported that she is currently working with Becky Brewer, Evonda Copeland, Laura Piccolotti, and Judy Kraemer to recruit AC positions. Nominees will be announced in February 2008 and a vote will be held using SurveyMonkey. The winners will be named at the Spring 2008 business meeting.

Professional Issues: (C. Bartel for I. Lovas)

Bartel reported that a Professional Issues membership survey is currently in the process of editing. MLA will be conducting a larger survey and the committee does not want to duplicate questions. She noted that we should have access to MLA’s survey data by region.

Public Relations: (J. Bube)

Judy Bube reported that the Fall 2007 newsletter had six advertisers purchasing: three half page ads at $110. each, two quarter page ads at $55. each, and one
business card ad at $25. The current revenue this quarter is $465.00, and she is looking to get additional advertisers for the future.

Research: (C. Bartel for M. Aldous & J. Williams)

Bartel reported that the Research Committee has received one proposal and it is currently under review. The committee would like to schedule a CE class on the tools necessary to do research. Bartel noted that Craig Haynes wrote an article for the Fall newsletter on the research process.

Archivist: (M. Kmec)

No report.

MLA Benchmarking: (D. Klein)

Klein reported that she is MLGSCA’s liaison to MLA’s Benchmarking project. Data collection is currently open, and this time librarians don’t need to be an MLA member to participate. The last benchmarking project was done in 2004. Klein noted that data collection will be open until December 31, 2007 and that Canadian libraries will be participating this time. She reported that one MLGSCA library has completed their submission. Klein passed out promotional buttons provided by MLA.

New Business:

Bartel reported that MLGSCA is currently implementing a transition plan to phase out the use of coupons for ILL transactions as of December 31, 2008. She noted that very few institutions are still using coupons as most have adopted EFTS and/or FreeShare. Kathleen Carlson, Coupon Manager, has proposed a plan that places each MLGSCA institution into an A to Z category. Institutions will receive a letter asking them to redeem coupons based on their A to Z designation. A and B organizations will be asked to redeem in January and February 2008 and so on. Bartel noted that the letter will include information on coupon alternatives such as FreeShare and EFTS. Steve Clancy asked if the coupons will be sent to the Coupon Manager or the MLGSCA PO Box. It was noted that as of now coupons are being sent to the PO Box, but that we may ask institutions to send directly to the Coupon Manager. Clancy noted that PO Box mail goes through the UC Irvine mail room and asked all present to not send MLGSCA mail with a delivery confirmation as that only slows down the process. The question was raised as to how we would handle coupon redemptions after December 31, 2008. Bartel reported that NCNMLG is also implementing a coupon phase-out and they have stated that no coupons will be redeemed after December 31, 2008. The question was also raised as to how much money should be saved in the coupon account.
In closing, Bartel asked the group if they preferred to hold future business meetings over lunch in order to save time. Most stated they preferred the lunch time meeting by a show of hands.

Charlotte McClamma motioned to adjourn the meeting and Laura Brown seconded the motion. Bartel adjourned the meeting at 12:50 P.M.

Respectfully submitted,
Danielle Linden
2007-08 Secretary