

**Minutes of the NCNMLG Executive Board Meeting, October 18, 2002
Samuel Merritt College, Health Education Center, Town Court 9, Rm. 203
400 Hawthorne Ave., Oakland CA 94609**

Call to Order and Minutes

The meeting was called to order by Sara Pimental, President, at 10 a.m.

The minutes of the June 7, 2002 Transition Meeting, prepared by Vicki Sanders, were approved as amended: Billie White won the MLA Benchmarking drawing, with Cynthia Seay, as the alternate winner.

Roll and Introductions

The following people were present: Sara Pimental, President; Lisa Lott Jerant, President-elect; Doris Hayashikawa, Secretary; Annette Osenga, Treasurer; Karen Halverson, Nominating Committee Chair and Co-chair, Membership Committee; Candace Walker, MLA Chapter Representative; Carolyn Fishel, Alternate MLA Chapter Representative; Terry Henner, MLA Nominating Committee and Research Chair; Peggy Tahir, Electronic Resources Chair and Newsletter Editor; David Brown, ILL Coupons; Rebecca Davis, Joint Meeting, 2004, Chair; Ysabel Bertolucci and Dorrie Slutsker, Tri-chair, Long Range Planning; Barbara Ryken, Nominating Committee and Meeting Host; Elyse Eisner, Paraprofessional/Professional Chair; Nancy Mangum, Program Chair and Cathleen LeGrand, Public Relations.

Maryann Zaremska, St. Francis Memorial Hospital, and Julie Kwan, PSRML, were in attendance as presenters.

Committee and Other Reports

David Brown presented a written quarterly report on ILL Coupons. It does not include a rather sizable deposit made since the report was written. He was unable to do a complete accounting of outstanding coupons. For the quarter, June-August, 2002, the assets of the coupon operation amounted to \$11,999.72

Treasurer, Annette Osenga, reported on an audit that was done by Tillie Roche and progress she has made in clearing up outstanding payments for honoraria. Osenga also submitted a written report showing a balance of \$25,118.80, as of October 15, 2002. The Executive Board requested that she make arrangements for adding Lisa Lott Jerant, President Elect, as an additional signatory for the account, replacing Doug Varner, Past President. Remaining budget requests were addressed and the budget will be distributed via e-mail.

Karen Halverson reported that she has received 95 membership renewals so far. A second notice will be sent out. She will purchase a copy of Adobe Acrobat in order to continue the electronic publishing of the Directory. Roger Brudno has completed reconciling the electronic membership form with information to be included in the new *Directory*. The Executive Board expressed

a need to engage in a membership drive and more outreach to counter our declining numbers.

Karen Halverson reported that the Nominating Committee is developing a timeline for elections. Suggestions for publicizing the slate of nominees included e-mail notification of members and posting on the Website. However, adherence to the requirements of the bylaws [*i.e.*, presentation of the slate at a business meeting preceding the annual election, with an opportunity for nominations from the floor] was recommended by the group at the suggestion of Dorrie Slutsker.

Candace Walker touched briefly on a number of MLA initiatives of interest to the Chapter, including such topics as the MLA Directory update, grants and awards, Sister Library program, and Strategic Planning. She also suggested participation in Taskforces on Expert Searching, Benchmarking, etc.

Cathleen LeGrand reported on a successful event at the UC Berkely, SIMS, at which Sara Pimental made an informal presentation. She will be following up on Career Fairs at the San Jose State University School of Library and Information Science.

Lisa Lott Jerant, who represented NCNMLG, reported on the PSRML Site Visit, reported on issues raised by participants. A need for more accessible PubMed training was discussed and referred to the chairs of Continuing Education and Programming for further development. The efficacy of using effective PubMed trainers nearer to Northern California than New York, the current home of the official NLM training program, was considered, along with suitable venues for hands on computer access.

Suggestions for a panel program on ILL and document delivery were referred to Nancy Mangum. Ron Schultz expressed a willingness to be part of such a panel presentation, along with Julie Kwan, PSRML. Elaine Graham was indicated as the contact person for CE programming support available through PSRML.

Terry Henner reported that his survey on PubMed usage and acceptability is being prepared for publication. Preliminary results indicate a shift to PubMed from commercial Medline search engines. His success in obtaining extramural grant funding for projects was recommended as a potential topic for the Newsletter.

Peggy Tahir solicited any newsletter items from the group, without regard to deadlines, and expressed a need for referrals to cool Websites which she can feature in the Newsletter. Sara Pimental's recent attendance at the Medical Informatics program at Woodshole, MA, was used as an example of the type of activity that needs to be shared via the Newsletter. Tahir is expecting to get a search function for the Website, soon.

Rebecca Davis expressed a need for volunteers for the 2004 Joint Meeting.

Sara Pimental asked for volunteers and suggestions for the open positions of Documentation, Bylaws, and Parliamentarian. Feili Tu has filled the Mentoring Task Force position.

New Business

Maryann Zaremska presented information on the EFTS (electronic fund transfer system) contract awarded by NLM to the University of Connecticut and implications for adoption among Northern California medical libraries. She reviewed the requirements which include: use of a system such as QuickDoc for electronic fund accounting, signature of a fiscal officer of the institution, and money deposited in the system. Savitt Medical Library, University of Nevada, was the first NCNMLG member to adopt the system and its staff can serve as resource persons to others interested in participation. Resource library directors have met to discuss implementation. A pilot project is underway in Southern California among a few libraries with differing document delivery needs. The group recommended that the EFTS be prominently featured in the program on document delivery and interlibrary loans, developed earlier in the meeting. Julie Kwan recommended serious consideration among libraries of their current locally focused ILL fee structures in light of this national program which is expected to result in changes in lending and borrowing patterns. Implications for continuance or abandonment of the ILL coupon system were considered.

Adjournment

The meeting was adjourned at 12:04 p.m. to a viewing of a videotape to publicize the MLA Conference in San Diego, lunch, a brief NCNMLG business meeting, and a program on the MLA Strategic Planning Process, led by Neil Rambo.

Respectfully submitted,
Doris Hayashikawa, Secretary

**Informal Minutes of the NCNMLG Business Meeting, October 18, 2002
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The Business Meeting of the NCNMLG was called to order by Sara Pimental, at 12:06 p.m.

Approximately 21 people were present.

Sara Pimental summarized the results of the Executive Board meeting on behalf of a few additional attendees who were not present during the morning meeting.

Mary Beth Train expressed concern about the loss of income from the management of the ILL Coupon system.

Ysabel Bertolucci encouraged the group to attend the MLA '03 meeting, "Catch the Wave," May 2-7, 2003, in San Diego.

The program portion, led by Neil Rambo, Associate Director, University of Washington Health Sciences Library, and MLA Board member, resulted in numerous suggestions for changes to the document, "MLA Future: Issues, Challenges and Choices." The discussion summaries will be sent to Sara Pimental for distribution to members. Carla J. Funk, MLA Executive Director, is the point person for any follow on comments NCNMLG members wish to submit. The group expressed thanks to Neil Rambo for generating the discussion and providing a venue for input by members.

The meeting ended at about 2:30 p.m.

Respectfully submitted,
Doris Hayashikawa, Secretary