

Public Health/Health Administration Section, a Section of the Medical Library Association

Annual Business Meeting: Monday, May 5, 2003 5:00 – 6:30 pm Town & Country Hotel, Windsor Rose Room, San Diego, California

Attendees:

Nancy Allee, Kris Alpi, Marie Ascher, Pat Auflick, Pauline Beam, Dave Boilard, Harvey Brenneise, Diana Cunningham, Pauline Fulda, Richard Harris, Mary Jackson, Kathy Kerdolff, Brad Long, Helen Look, Jeanne Metcalf, Emily Moser, Will Olmstadt, Ammon Ripple, Hathy Simpson, Ginny Tanji, Claire Twose, Helena VonVille, Lisa Wallis, Matt Wilcox, Molly Youngkin

Chair Will Olmstadt called the meeting to order at 5:15 p.m. and proceeded with a welcome to those in attendance, and a mention of the many compliments he received from MLA officers about our section's organization and program planning. He continued to compliment Marie Ascher (chair-elect, program planner) about the quality of our programs and that the programs appeared to be well attended.

Will also mentioned that this was a record year of submissions of papers. The program categories were broad enough to attract a wide range of paper submissions. PH/HA section co-sponsored a number of related paper sessions.

Will also congratulated Kathy Kerdolff (Secretary/Treasurer) for coping with the transferring of the section account from BankOne to the new Harris bank where MLA moved its account.

Will then called for reports of the officers and committees.

Reports of Officers & Committees:

Chair – Will Olmstadt

Will had submitted his annual report to MLA Headquarters in March 2003 (see attached), and copies were distributed. A copy of the Planning Grid was also distributed. No action was needed.

Chair-Elect/Program Planner – Marie Ascher

Copies of Marie's report were distributed (see attached). Marie suggested that topics stay general and broad so that 2004 programs can include a wide variety of papers. Marie offered to discuss with Kris Alpi (Chair-Elect 2003-2004) her experiences as program planner. No action was needed.

Secretary/Treasurer – Kathy Kerdolff

Kathy distributed the financial report and expected budget for the 2003-2004 fiscal year. It was noted that the budget will be corrected to account for the Lindberg scholarship, no website hosting costs, and new checks costs. The section is in good financial shape. The financial report and budget will be attached to the archival copy of the minutes, but are not posted on the website.

Membership Chair – Pauline Fulda

Pauline's report was distributed (see attached). She mentioned that she worked with Helen Look (Archivist) to correct and update the current list of members to have an accurate count. Pauline reported that there are 138 paid members to date. She mentioned that headquarters is working to compile a list of lapsed members so that sections can contact them and encourage reinstatement. No action was needed.

Newsletter Editor/ Webmaster – Kris Alpi

Kris reported that two newsletters were put on the web this year, and the third is coming soon. She reported that the three columns, Grey Literature, GIS, and CDC, were still included and that firmer deadlines might help with newsletter publication. The following members are coordinating the current columns:

- Grey literature – Marie Ascher
- GIS column – Will Olmstadt
- CDC column – Jocelyn Rankin

Marie volunteered to continue with the grey literature column but added that other members are greatly encouraged to submit articles to keep the column interesting. Will Olmstadt indicated that his new position at UT Southwestern does not put him in contact with GIS activities and was hoping another member would continue his GIS column. Helena VonVille said she was interested.

Website discussion followed. Kris said that our website had about 1000+ hits but the official report has not been completed yet. Some recent updates and revisions to the website include the addition of local and state health department information, information about the Evidence Based Public Health journal club, and the revised bylaws.

Kris also is looking for others to step in and take over the newsletter and website responsibilities. Carolyn Bridgewater and Kathy Kerdolff have inquired about the commitment for both positions. Discussion followed that Marie would send an email to the membership looking for members interested in the positions. There are a number of AHIP points for both the positions. Kris said she would put together a list of job responsibilities for the newsletter editor and webmaster positions.

Archivist – Helen Look

Helen reported that she is sending copies of the newsletters to headquarters. She also needs to have meeting reports, annual reports and any documentation sent to her for our section archives.

Client Relations Committee – Marie Ascher for Laura Larsson

Laura's report was distributed and there was some discussion about the American Public Health Association (APHA) Sewell award that was available to librarians to attend the APHA annual meeting. Sewell passed away this year, but the client relations committee will continue to select recipients of the stipend. Marie said that Nancy Schaefer is the newly appointed chair of that committee. Marie also thanked Laura for serving as the chair of the CRC for the last several years and will continue as a member of the committee.

Continuing Education Chair – Kay Deeney

Kay was not able to attend the meeting, but will submit her report soon.

OLD BUSINESS:

The minutes of the May 21, 2002 meeting in Dallas, TX were distributed. It was noted that there were some spelling errors in some names. Kathy Kerdolff noted that these minutes were printed directly from the web, and that this copy had been corrected. Pauline has the original final copy minus typos and will send that copy to be exchanged for the current web copy. No content errors are involved. Harvey Brenneise moved that the minutes be accepted with typographical changes, Marie Ascher seconded the motion. The motion carried.

Ratification of Officers:

Marie Ascher announced that **Kris Alpi** was elected Chair-Elect, **Pauline Fulda** Section Council Representative-Elect, and **Marjorie Cahn** Nominee to the Nominating Committee. Kris will serve as Chair-Elect for 2003-2004 and Chair for 2004-2005. Pauline will serve as Section Council Representative-Elect for 2003-2004 and Section Council Representative for 2004-2006.

Brad Long moved to ratify the election as announced, and Harvey Brenneise seconded the motion. The motion carried.

Bylaws:

The bylaws committee was very busy this year because the PH/HA section was in a compliance year. Copies of the revised bylaws were approved by MLA and distributed to the members for review via email, well within the 30 days prior to the annual meeting. Members were asked to look over the changes and be prepared to vote on the changes at the annual meeting in San Diego. Discussion ensued about the "Official" name of the section. The word Libraries was eliminated from the name of the section a few years ago. Pauline Fulda

addressed concerns about the unpaid dues statement (Section 3D). The July 1 date in the bylaws is not compliant with MLA's Section 7A where "Dues shall be considered in arrears if unpaid twelve weeks after the renewal date..." Discussion followed as to why say 12 weeks after renewal date instead of March 1st. Kris explained that using a span of time defined in weeks is preferable to using an exact date in a bylaws document. If MLA changes its renewal date, the bylaws will still be accurate and not require revision. Matt Wilcox moved to accept the bylaws with changes, and Marie seconded the motion. The motion carried.

Lindberg Research Fellowship:

Will Olmstadt then addressed the Donald Lindberg Fellowship, and the requested funding from sections. Will gave a brief explanation of the Lindberg Fellowship. "Lindberg Research Fellowship Endowment was established by the Medical Library Association (MLA) to fund research aimed at expanding the research knowledgebase, linking the information services provided by librarians to improved health care and advances in biomedical research." Will also said this would be a one-time request from the sections and chapters to establish the endowment. Will also noted that the Public Services Section gave \$500.00. Kris Alpi commented that the winner was a professor of Medical Informatics. She also recommended that we alert our members to these monies and encourage section members to apply. She said she would put something in the next newsletter. Kathy Kerdolff (Treasurer) said we do have the money in our budget, but we did want to see if the PH/HA members wanted to contribute.

Marie said she thought the decision was beyond an executive committee and members should help with the decision. Kris mentioned her hope that equal consideration is given to applicants who were practitioners as well as to those who were library school faculty.

Marie suggested a compromise and giving \$750.00 instead of the full \$1000.00. Others agreed. Marie then moved to give \$750.00 to the Donald Lindberg Fellowship, and Helena VonVille seconded the motion. The motion carried.

Richard Harris commented that he does not support the fellowship because it honors Dr. Lindberg. It is Richard's opinion that Dr. Lindberg has not been supportive of MLA or its members, and he (Richard) would not want any of his money to go into a fellowship established in Dr. Lindberg's name. Final mention was noted that this Fellowship money would be given with a letter that would express our interest that the Fellowship reviewers carefully consider looking at applicants proposing public health research initiatives.

Section Council Representative – Matt Wilcox

Matt Wilcox attended the Section Council meeting on Saturday, May 3, 2003 at 12:00 noon, and gave an update. (no attached report)

Ratified Section Council Activity:

- A one-year free membership to one section for new MLA members. This will be offered next year to new MLA members to help them explore sections of interest.
- The new benchmarking SIG.
- Vet librarians were given permission to start the process to write standards. There was some discussion about this because, the preferred term is "guidelines". MLA must be consulted and vote on all "standards" written by a section.
- Motion to appoint a member to the membership committee.
- No new motions were brought to section council.

Matt distributed the list of section nominees to the nominating committee. All members were instructed to peruse the list for PH/HA members and to check any names of nominees who might be supportive of PH issues. Marie noted that Marjorie Cahn, our newly elected PH/HA nominee, was not on the list. Kris responded that the newly elected nominees to the nominating committee will appear next time around. Matt said he would check how this works and will get back to us.*

Informational Section Council Activity:

Matt reported the following.

- MLA will provide Website hosting for sections at no cost to sections. The requirement will be that sections will have some "sameness" that will identify them as MLA sections. The webpage needs to be updated regularly. Kris noted that we were already compliant with these requests and there should not be any problem.
- Carla Funk (MLA Executive Director) noted that student membership in MLA has greatly increased since 1989. There was a 2% increase of members in the 20 - 29 age group. There was also an increase in membership of public librarians.

MLA section council reminded the representatives that MLA has a student listserv. It was noted that this could be the way students have been receiving information on MLA activities, thus the increase in student memberships.

Will Olmstadt commented about his discussion with Dixie Jones, a representative of Section Council. He mentioned that the Section Council website was not updated regularly or consistently enough to have Section Council constantly refer

section chairs to the website as a source of current information. Sample reports were from 1995 and referred to Word Perfect or DOS as file formats!

Program Report – Marie Ascher

Marie's report was distributed (see attached). She commented that there were no times noted in the official program for the contributed papers. Others said that the program builder and the abstracts booklet had times but they were confusing.

Marie was pleased with the programs that we sponsored and co-sponsored. She thought they were well attended. Program facilitators need to monitor presentations more closely so that they stay within established timeframes. The programs should be coordinated with an "official" start time.

Core Public Health Journals Project:

Matt reported that the core public health journals project is stalled because of some barriers that have ensued. There was discussion over making the project an official PH/HA section project and if so, other members might like to help continue it. He noted that he did not want the list to become an historical document. He wants it to be continually useful. Many people are accessing the page. Pauline Beam commented that the Brandon Hill list is in question and that MLA is considering taking over the responsibilities of that list. She thought it was important that our section take on the "core list" as a collection development project because if we do not, the vendors will. Will Olmstadt added that there might be some difficulties in having a section project without MLA approval, and referred to the previous discussion about the Vet libraries section creating "standards". Matt noted that the list was already connected to the PH/HA section through the many section members who worked on the project. No motion was taken. Nancy Allee said she uses the list. Matt volunteered to research the process needed to officially post the core list in its final complete version on the section website.

Program Planning for 2004 Annual Meeting:

Will suggested we brainstorm to come up with some new and fresh ideas for next year. He said the theme will be "Seize the Power". The meeting will be in Washington DC May 21-26, 2004.

Pauline Fulda attended the Section Program Planners meeting for MLA '04 on Saturday May 3, 4-5pm for Kris Alpi. Kris reported:

- Structured abstracts will be required for all papers submitted next year.
- The 2004 NPC (National Program Committee) was requesting that sections limit co-sponsoring to three partners.
- The 2004 NPC is organizing an additional program initiative in which sections will partner across MLA units. Nancy Allee said that this might be a good

opportunity for the PH/HA section to partner with one of the NLM public health partners since the NLM website announced the "Partners in information access for the public health workforce" website located at: <http://phpartners.org/>

- Sections will be allowed to be lead sponsor for two programs.
- Some of the topics that might be relevant to Public Health included:
 - Toxicology
 - Environmental health
 - Turning Point Projects
 - HIPAA & implications for PH
 - IOM (Institute of Medicine) reports
 - Training of PH personnel
 - Research/ Evidence-based librarianship
 - SARS problem
 - International cooperation

Discussion followed with additional topics: health policy, Healthy People 2010, and health information literacy. Marie responded that keeping the topics broad, and keeping a commonality of themes would increase the variety of contributed papers, i.e. emerging diseases versus SARS since there may be other emerging infectious diseases next year!

Kris asked about possibly sponsoring a speaker. Kris mentioned that next year the meeting was in Washington, DC and there should be plenty of Public Health people we could find to speak. Kathy said that it had not been put in the budget, but we have paid for similar programs in the past. Kris was reminded that executive committee approval would be needed prior to any speaker commitment. Will said his preferences were the emerging diseases and environmental health topics. Kris said she would attend the second program planning meeting on Wednesday May 7, 2003 to bring our interests to the Program committee and see what other sections have put together.

Other Business:

Will said that he has contacted Harvey Brenneise, the previous membership chair, for the original document of the PH/HA brochure. The brochure is currently available from the PH/HA section website in PDF format only. The original is needed to update and/or correct the brochure.

Kris Alpi distributed her discussion about the listserv (see attached). It seems a number of sections are concerned that their listservs are the primary venue for section communications and are not being monitored carefully. There are some questions about keeping the list for members only, or opening it to others who might be interested in the section's discussions. There was no discussion because of time constraints, so the topic was tabled.

There being no other business, the meeting was adjourned at 6:37pm.

Attachments:

Sign-in sheet

Corrected minutes 21 May 2002 meeting (Dallas, TX)

Annual Report & Section (MLA) Planning Grid

Chair-elect Annual Report

Membership Chair Annual Report

Client Relations Committee Annual Report

Mailing List and Listserv Discussion

Agenda 5 May 2003 meeting (San Diego, CA)

Added at a later date:

Section Council Representative Annual Report

Newsletter & Web Editor Annual Report

Archivist Annual Report 5/27/03

Continuing Education Annual Report

For Archive but not attached to web minutes:

Treasurer's Report

Budget