

ALHeLA Annual Business Meeting Minutes
University of Alabama at Birmingham
Lister Hill Library of the Health Sciences
Friday, November 9, 2018

Attending: Margaret Alexander, Becca Billings, Andrea Wright, Kay Hogan Smith, Errica Evans, Geeta Malik, Monica Hodge, James Gilbreath, Elizabeth Laera, Hiram Rogers, Christine Willis, Emily Harris, Alan Backer, Jill Deaver, Rachel Fenske, Geneva Staggs, Michael Fitts, Adelia Grabowsky, Inga Moten, Nelle Williams, Emma O'Hagan, Carolyn Holmes

- I. Call to Order – Margaret Alexander called the meeting to order at 9:17 am. Margaret thanked Becca Billings and the annual meeting planning committee for a beautiful meeting and also thanked us for sharing Lister Hill Library with ALHeLA.
- II. Approval of Minutes – Margaret had copies of the minutes from the 2017 Annual Business Meeting. These minutes had also been distributed via listserv. There were no corrections. Elizabeth made the motion to approve; second by Jill.
- III. Officer Reports
 - a. President – Margaret Alexander. Margaret thanked everyone for a good year and discussed the successful online meetings held during the year.
 - b. Vice President/President-Elect – Becca Billings. Becca outlined the costs of the annual meeting and said 23 people had registered. She reminded us to give our meeting registration payments to Errica if we hadn't already done so.
 - c. Secretary – Carolyn Holmes. Carolyn had no report other than the minutes from the previous meeting.
 - d. Treasurer – Errica Evans. Errica distributed copies of the Treasury Report and the Revenue Report. The balance on hand was \$4,275.41. Errica mentioned that costs from the annual meeting had not been applied yet to this amount. Errica also reported 23 membership renewals for the year, and mentioned the possibility of increasing the membership dues for 2019. No exhibit awards were given this year. The Robert Avant Student Award wasn't given either; Alan said the award was advertised at the UA SLIS, but there were no applications. Becca suggested making the deadline earlier; Andrea said we need to start advertising the student award as soon as school starts.
- IV. Committee Reports
 - a. Bylaws – Nelle Williams. Nelle said several years ago she asked the law school to help rewrite ALHeLA's bylaws. The law school did this for free, and the new bylaws need to be approved. Trey and Nelle went through the amended bylaws, but would like input from everyone so Andrea put the proposed amended and the old bylaws on the ALHeLA website. Andrea set a deadline of February 15, 2019 for making comments on the amended bylaws.
 - b. Continuing Education – Elizabeth Laera. Elizabeth said we had 13 attendees for the CE *Resources for Patrons with Disabilities*. Elizabeth thanked Christine Willis for coming from Atlanta to do the CE for us, and said all of those who attended should provide Christine with feedback on the class. Elizabeth will post information about gaining CE credit and certificate. Elizabeth mentioned several upcoming webinars from MLA as well as on-demand webinars. NNLM also has lots of free webinars and there is a new, easier

registration process. Elizabeth also encouraged everyone to explore the topics at OCLC WebJunction.

- c. Directory – Sylvia McAphee. Sylvia was not in attendance, but Michael mentioned his availability to take individual headshots for the directory. Margaret asked Michael to take a group picture for the website as well.
- d. Disaster Preparedness – Robert Britton. Robert was not in attendance, but Geneva presented his report which encouraged members to look at the disaster preparedness and recovery documents he posted to a listserv. Robert had previously sent the URL to the guide via listserv; he would like these documents to be posted to the ALHeLA website.
- e. Liaison – Kay Smith. Kay reported that the management of Health InfoNet should be transferred to APLS by the end of the year. She asked if anyone would like to volunteer to take her chair of the liaison committee and James volunteered. Margaret thanked Kay for her service as liaison.
- f. Listserv – Carolyn Holmes. Carolyn said the listserv was up to date as per Margaret's most recent membership list.
- g. Members-at-Large – Alan Backer, Megan Bell, Monica Hodge. Alan had already discussed the student award during the Treasurer's report. Margaret suggested an extension of the deadline for the Scholarship for Librarians with Limited Institutional Support. This would give librarians more time to apply.
- h. Membership – Margaret Alexander. Margaret said she sends out renewal reminders once a month. She said if anyone is interested in this position to let her know.
- i. *Synapse* – Jill Deaver. Jill offered three options for changing and managing *Synapse*: 1) form a communications taskforce made of Members-at-Large, but questioned whether the bylaws would need to be changed; 2) responsibility for *Synapse* to rotate between libraries; 3) combination 1 and 2 with a taskforce and shared responsibilities among libraries. Jill was asked if she wanted to continue to be the *Synapse* representative and she said she doesn't have the time to do it properly. Jill asked if anyone would like to reach out to libraries and gather content for *Synapse*, and Emily volunteered. Andrea mentioned that we need to look at how *Synapse* is defined in the bylaws.
- j. Webpage – Andrea Wright. Andrea discussed the new ALHeLA website on WordPress: it is easy to update, mobile friendly, not beautiful but better than what we had, and easier for everyone to participate. Andrea said if anyone wants to create or edit content she will make an account and walk us through using WordPress. Andrea would like pictures from the annual meeting for the website, and she asked whether or not we should post meeting minutes and other documents to the website, and if so, should they be password protected. Adelia mentioned that the purpose of *Synapse* was a place to document our activities. Andrea said she could create a page to hold minutes and the blog would focus on news and projects. Andrea said we could make most things freely available, but password protect specific documents. Andrea said to let her know of anything else the website needs. Errica mentioned that she gets notifications about the ALHeLA Facebook account, which isn't being used but could be a good avenue for communication. Errica thought the person in charge of the annual meeting every year should be the Facebook administrator, and Kay suggested the Liaison should be administrator as well.

V. Old Business

- a. ALHeLA membership dues increase – Margaret initiated a discussion of increasing membership dues from \$15.00 to \$20.00 and asked for everyone’s thoughts. Everyone agreed it was time for an increase, some members suggested increasing to \$25.00. It was agreed we should do \$20.00 for a few years then take another look at the fees. Kay made the motion to increase membership dues to \$20.00 starting with January 2019; Nelle seconded. Kay mentioned we should communicate the change via the listserv and post on the website. Andrea said she will update the form on the website.

VI. New Business

- a. Election of new officers – Margaret said Trey did a great job of filling in a slate of new officers for 2019. Errica Evans will run for Vice President/President-Elect and Kay Smith will run for Secretary. Megan Bell will run for Treasurer and Monica Hodge, Rachel Fenske and Carolyn Holmes will run for Members-at-Large. Margaret asked for other candidates; none were suggested. All were in favor of the new slate of officers. Margaret congratulated the new officers who will start their duties in January 2019.
- b. Southern Chapter/Medical Library Association, 2020 Annual Meeting in Montgomery, AL - Margaret announced that she and Inga will be co-chairing the committee for this meeting and asked the ALHeLA members to let either of them know if we’d like to help. Trey will be planning the program for the 2020 meeting.
- c. Announcements - Margaret made the following announcements:
Alabama Library Association, Point Clear, AL, April 2-5, 2019
Medical Library Association, Chicago, IL, May 3-8, 2019
Southern Chapter Medical Library Association, Savannah, GA, October 10-13, 2019

- VII. Adjournment – Andrea made the motion to adjourn; second by Emily. The meeting was adjourned at 10:18 am.