UNYOC SUMMER EXECUTIVE MEETING

Hilton Garden Inn Albany Medical Center
June 12, 2009
10:00 AM – 3:00 PM
Touhey Executive Boardroom

AGENDA

9:30 AM– 10:00 AM: Refreshments

10:00 AM – 12:30 PM: Welcome & Introductions

1. Approval of Executive Committee Minutes, October 2008
2. Treasurer’s Report
   a. Value Study Funding
   a. Recommendations
   b. Location Plan, including 2010, 2011
4. Professional Development Award Discussion
5. Communications Task Force Report

12:30 PM – 1:00 PM: Lunch

1:00 PM – 3:00 PM:
1. 2009 Conference Planning Report
2. NYLINK Collaboration Proposal
3. History Roadblocks
4. Roundtable Report Highlights
5. Nomination Discussion
   a. Awards Committee
6. New Business?

No breaks scheduled, but feel free to roam as needed!

Summary

1. Executive Committee Minutes...p.2
2. Treasurer’s Report...p.4
3. Value of Hospital Study...p.5
4. Ad Hoc Conference Planning... p.7
5. Professional Development Award...p.9
6. Chapter Communications Proposal...p.10
7. UNYOC Conference Planning Report & Schedule...p.11
8. Chair Report... p.14
9. Chapter Council...p.15
10. Continuing Education...p.16
11. Government Relations...p.17
12. Membership...p.18
13. Forging Ahead...p.18
14. Business Meeting Minutes...p.19
15. 2007 Executive Committee Minutes...p.22
16. Professional Development Scoring Sheet & Application...p.27
Upstate New York and Ontario Chapter of MLA
Executive Committee Meeting
October 23, 2008
7:30-9:00 a.m.
Holiday Inn Board Room

Minutes

Present: Rebecca Kindon, Chris Tosh, Sue Ben-Dor, Diana Cunningham, Elizabeth Irish, Angela Dixon, Enid Geyer, Cindy Bertuca, Amy Lyons, Michelle Zafron, Sue Bretscher, Grace DiVirgilio, Pam White, Donna Berryman, Nora Hardy

1. Call to order
2. Minutes of the June 2, 2008 Executive Committee meeting in Syracuse, New York were reviewed. Amy Lyons made a motion to approve the minutes. Elizabeth Irish seconded the motion. The motion was carried.
3. Old Business:
   a. The Chair thanked everyone for their work over the past year.
   b. Treasurer’s report
      i. Treasury has a comfortable balance now; will know better after the meeting.
      ii. MLA has found a new group policy for DO insurance at the same rate as before.
      iii. Registered agent form was signed by members of the Executive Committee.
      iv. UNYOC still has a CD that is reinvested when it comes due.
      v. Reminder that at the Summer Executive Committee meeting we voted to increase funding to $600 for Chapter Council reps.
      vi. Chapter Council Roundtables was more money this year but we continued to provide support.
      vii. The budget reviewed.
      viii. A profit was made at Alexandria Bay.
      ix. Diana Cunningham proposed that an incentive be given for those completing the post meeting survey on survey monkey; a random drawing for a $50 credit toward next years meeting
         1. Nora Hardy seconded, the motion carried. The $50.00 will come out of the Annual Meeting budget line.
      x. Diana Cunningham encouraged members to use the organizational Survey Monkey subscription.
   c. Other committee reports (see attached)
      i. Chapter Council Representative report
      ii. Members-at-Large report
         1. Professional Development Award Draft was reviewed
         2. Scholarship recipient was announced.
      iii. Conference Planning co-chairs report by Sue Bretscher
         1. A profit is expected from this year’s Annual Meeting.
         2. Company Event could be hired to manage future annual meetings; $1500 per 2 year contract, payment made via credit card. Includes reports and registration. Diana Cunningham loves to do program planning. Executive Committee will consider the pros and cons.
iv. Continuing Education report
   1. Grace DiVirgilio said that she had problems getting enough registrations for 2 CE’s. One class had to be cancelled. 12 people attended the remaining course.
   2. Suggested using Survey Monkey to receive feedback from membership re: CE.

v. AHIP credentialing report

vi. Government relations report
   1. Chris has not been able to find any Canadians willing to provide a Canadian perspective.
   2. NY has financial problems.

vii. Membership report survey

viii. Newsletter editor report
   1. Editor needs re-commitment from the Communication group.

ix. Unyoc-L report

x. Web site coordinator report
   1. An MLA blog is being developed. A wiki site via the MLA server is being investigated.

de. Executive Committee members were reminded to update their section of the procedure manual.

e. Slate of officers was formulated as follows:

||
|Vice Chair/ Chair Elect| Christina Pope |
|Member- at-Large| Donna Berryman |
|Continuing Education Chair| Grace DiVirgilio |
|Benchmarking| {Mary Jo Russell or from the floor} |
|Chapter Council Alternate| Christine Szczerba |
|Chapter Council| Angela Dixon |
|Nominee to the MLA| Sue Ben-Dor |
|Nomination Committee| |
|AHIP Credentialing Liaison| Sue Ben-Dor |
|Parliamentarian| Warren Hawkes |
|Newsletter Editor| Nora Hardy |

f. Chapter communications
   i. The Executive Committee had a follow up discussion regarding new avenues that could be used.
   ii. Website redesign was discussed.

4. New Business:
   a. 2009 Annual meeting will be in Albany. Enid Geyer looked at 2 hotels. The Desmond is expensive; the New Hilton Garden Inn is half the cost of the Desmond. Enid is recommending the Hilton for Sept 30-Oct2, 2009.
   b. 2010 Annual meeting
   c. A UNYOC strategic planning retreat will be held by Elizabeth Irish, Diana Cunningham, Amy Lyons, Enid Geyer, Sue Ben-Dor, Susan Murray, Tom Fleming and Emily Hart.

Submitted by Cynthia Bertuca
9/2/2009
Upstate New York and Ontario Chapter of MLA
Executive Committee Meeting
October 24, 2008
12:00 pm
Holiday Inn Board Room

Minutes

Present: Rebecca Kindon, Chris Tosh, Sue Ben-Dor, Diana Cunningham, Elizabeth Irish, Angela Dixon, Cindy Bertuca, Michelle Zafron, Sue Bretscher, Grace DiVirgilio, Pam White, Donna Berryman, Nora Hardy, Brad Long, Christina Pope

1. The 2008 Annual Meeting was a great success. 53 people (including the speakers) attended the meeting.
2. The Strategic Planning Ad-hoc Committee will need to schedule their meeting and report to the Executive Committee at the Summer meeting.
3. For the Albany 2009 meeting, it was suggested that the NYS Librarian, legislators and senators be invited. The SUNY Albany library school should also be contacted. Inviting the NY/NJ Chapter to host a joint meeting was considered and then tabled.
4. Web 2.0 strategies for communication are being discussed. Dean Hendrix, Pam White, Leigh Mihlrad and Nora Hardy will explore a UNYOC blog and/or Facebook page. They will also discuss whether a newsletter is still needed.
5. More participation is needed from members, especially for meeting planning. Members will be asked specifically when meetings are scheduled in their area and at the annual meetings.
6. Digitizing the UNYOC archives was suggested. All past chairs from the last 10 years will be asked for highlights of their tenure. Tom Fleming will be asked to update the chapter history.

Submitted by Cynthia Bertuca
9/2/2009

UNYOC Treasurer’s Report
April 2009

Below are highlights of UNYOC’s treasury activities since the beginning of the year. A copy of the 2008-09 Budget spreadsheet is attached.

➢ UNYOC finances are relatively strong with funds available to support organizational activities and programming.
➢ Due to the very tight economy the UNYOC Certificate of Deposit (CD) is accruing interest at a minimal rate for this last renewal, less than 2%, which is the lowest rate since the CD was opened.
➢ UNYOC signed on through a group policy negotiated by MLA for Directors and Officers Liability insurance (D&O). The cost of the insurance is based on the number of MLA Chapter’s that elect to retain the insurance. Thus far the cost has remained the same as in previous years.
➢ Dues collected for the 2008-09 FY total $630 – this equates to 42 dues paying members, of which 6 are from Ontario and 36 are from New York. Canadian funds
continue to be accepted at par for membership. However, bank fees and conversions decrease the overall equivalency of the funds.

- UNYOC has sponsored two tickets to the MLA Chapter Roundtable annual luncheon to be held in Hawaii at the 2009 annual meeting.
- Due to the location of the MLA annual meeting, UNYOC has agreed to double, this year only, the level of support for Chapter Council and an executive board member to attend the MLA meeting.
- The agreement for the UNYOC 2009 annual meeting in Albany has been signed and placed on file. Planning for the UNYOC meeting is well underway.

**Request to Upstate New York and Ontario Chapter of MLA for Funding to support the Value of Hospital Libraries Study of the Middle Atlantic Region of the National Network of Libraries of Medicine.**

**Background**

The goal of the "value of libraries study" is to develop a research plan to measure the value of the health sciences library, library services, and librarian. The idea for a study on the value of libraries came from a discussion of the NN/LM MAR’s Regional Advisory Committee (RAC), held at New York University Medical Center on November 17, 2006. At the meeting, a focused yet freewheeling discussion of academic health sciences library directors and leaders of the four RML standing committees of Outreach, Library Improvement, Technology and Resource Sharing, centered on the issues of importance to health sciences libraries today. Out of that discussion emerged the issue of establishing the value of health sciences libraries to administrators in hospitals, academic health sciences centers and other organizations where librarians work.

One frequently cited study in the RAC discussion was the "Rochester study". In that study, a sample group of 448 physicians in 15 hospitals were asked to request information related to a current clinical case and then to evaluate its impact on the care of their patients. Senior medical staff or administrators acted as study facilitators in each of the fifteen participating hospitals. As a result of the information provided by the library, 80% of the 208 physicians who returned their questionnaires said that they probably or definitely handled some aspect of patient care differently than they would have handled it otherwise. Changes in the following specific aspects of care were reported by the physicians: diagnosis (29%), choice of tests (51%), choice of drugs (45%), reduced length of hospital stay (19%), and advice given to the patient (72%). Physicians also said that the information provided by the library contributed to their ability to avoid the following: hospital admission (12%), patient mortality (19%), hospital-acquired infection (8%), surgery (21%), and additional tests or procedures (49%). The physicians rated the information provided by the library more highly than that provided by other information sources such as diagnostic imaging, lab tests, and discussions with colleagues.

In discussing both the need for a value of libraries study, and the impact of the Rochester study (cited over 95 times since its publication in 1992), the RAC recommended going forward with a new study.

For further information on the project see the MAR website: http://nnlm.gov/mar/about/value.html

Where we are now
The Value Committee has developed a strong research plan in consultation with Joanne Marshall, now on the faculty of the University of North Carolina School of Library Science, but one of the original authors of the Rochester study. Basically the plan is to reproduce the original study in the current environment, and to include as many hospitals as possible in the MAR region. The survey will be administered by a private survey company and analyzed by the research group at UNC. Funding for the study (about $90,000) is coming from the MAR program, which is itself funded through the National Network of Libraries of the National Library of Medicine. We are ready to do a pilot test and to begin to recruit hospital librarians to implement the study. Unfortunately we have just discovered a problem unknown to us until now.

The Problem
We have only recently been informed by the National Library of Medicine that all surveys funded by government agencies (including NLM) must be approved by the US Office of Management and Budget. This process would delay the study for at least 12 months and probably more. Angela Ruffin, the NNLM Director is trying her hardest to figure out a way around this problem for us, and the only possibility is that if we fund the survey out of non-NLM funds, that would then alleviate the need to get OMB approval. The actual cost of conducting the survey is $18,000. Our original timetable called for beginning the pilot project in July of 2009 and recruitment to the broader population in the fall of 2009.

The Request
We are now trying to raise $18,000 for this project within the region. We are requesting contributions from each of the MLA Chapters in the MAR region at the level of $2,000-$3,000 to help us with this important project. We have also requested and received some funding from the New York State 3Rs Councils. We feel that if we can all combine our efforts, we will achieve our goal and be able to begin the survey without further delays. Since we all have the mission of support for medical librarianship in common, we feel the regional chapter members are our partners and would understand the need for again proving the value of hospital libraries and information in these difficult budgetary times. Please let us know by July 1 if you will be able to contribute and the amount of the contribution. At that point, NYU Medical Library will send an invoice to facilitate payment.

Sincerely,

Julia Sollenberger
Chair, Value of Libraries Planning Group
Mid-Atlantic Region, National Network of Libraries of Medicine
Associate Vice President and Director
Medical Center Libraries
University of Rochester Medical Center

Karen Brewer
Executive Director, Mid-Atlantic Region, National Network of Libraries of Medicine
Director, Health Sciences Libraries
New York University Medical Center
Ad Hoc Annual Conference Task Force

To: Elizabeth Irish, Chair, UNYOC

In January 2009 as UNYOC Chair, you appointed a Task Force with a charge "To review the current annual meeting structure and make recommendations for future meetings. The process included three conference calls (February 20, March 20, and April 3) many emails, and soliciting member feedback of our draft recommendations via the UNYOC listserv (April 21-May 1, 2009). The Task Force received three comments from the members. As the appointed members of this Task Force charge, the final report is submitted to you for your consideration and that of the Executive Committee. The minutes and supportive documentation is attached and it is recommended that this information be made available on the UNYOC website.

Respectfully presented:

Diana Cunningham, Chair   Diana_cunningham@nymc.edu
Sue Ben Dor   hrt@ormc.org

Tom Flemming   tomflem@sympatico.ca
Enid Geyer   geyere@mail.amc.edu
Emily Hart   harte@upstate.edu
Amy Lyons   alyons@buffalo.edu
Susan Murray   smurray@torontopubliclibrary.ca
ex officio: Elizabeth Irish   irishe@mail.amc.edu
Ad Hoc: Sue Bretscher   sbretscher@lourdes.com

UNYOC Ad Hoc Annual Conference Task Force
Recommendations Submitted to the Membership, May 2009

Members: Sue Ben-Dor, Tom Flemming, Enid Geyer, Emily Harte, Amy Lyons, Susan Murray, Elizabeth Irish; Sue Bretscher (ad hoc).

Ad Hoc Committee Charge: To review the current annual meeting structure and make recommendations for future meeting.

This report is structured to coincide with our charge. Member feedback is included in italics as noted.

1. Examine the last 5-10 years of attendance:

* Keep the late September/early October time for the chapter conference. [Affirmed by one member]
* A target of 60 participants is acceptable and desirable at a UNYOC conference, with 90 participants a good target for joint conferences.  [Affirmed by one member]

2. Consider the impact of geographic location keeping in mind the elimination of the 5 city rotation 10 years ago:

* Chapter conference planners should not veer too far from major population hubs; however, we do not wish to exclude small cities. The pre-set 5 city rotation pattern of the past should not be re-established.
Both cities with major population centers and smaller, more retreat-like locations should be considered. On the annual conference evaluation form and a special listserv message, chapter members should vote two years out re the location of future conferences.

[Two members wanted clarification of what was intended and how the location would be decided. One member noted that "it would be a shame if we never went to places like Lake Placid, Ithaca, or Alexander Bay."

3. Explore the current CE conference structure (2-3 courses on the 1st day) to determine need:

* Planners should explore interweaving CE into the regular meeting and/or on Fridays. CE is an important part of our annual meetings and should be continued but scheduled differently, subsidized, and/or with interactive opportunities.
* Planners should also explore having the price for CE included within the basic conference fee.
* Since members travel at some distance, Wednesday is generally a travel day, with CE as an option in the afternoon. Fridays are generally half-day again to respect the need for members to travel. It was suggested switching CE from Wednesday to Friday, yet keeping the Welcome reception. [Two members noted a desire to limit the conference to two days, recognizing the need for travel time.]

4. Investigate alternative venues to increase attendance including joint conferences, expanded advertising venues, and more flexible programming:

* Committee members discussed the overall schedule carefully, and the rationale for the basic core schedule is a good one. Shortening the length of the meeting was not recommend, rather a rearrangement of the schedule and embedding CE within the program itself.
* Keep the Welcome reception. The welcome reception is wonderful social event at the end of a long travel day, getting everyone together when they arrive
* Replace the banquet with a social evening with opportunities for networking and moving around.
* Bring back the contributed papers,
* Promote the poster sessions, add awards for quality posters which might include free annual memberships for the top winner
* Create a members session, perhaps an interactive one, to present what's happening within our member institutions.
* The participation of our vendors is important, scheduling exhibit and social networking times so that we can create the informal, collegial environment for which UNYOC conferences are known and valued.
* Chapter business information/handouts should be consolidated, distributed in advance of the meeting, and the actual meeting streamlined (read: shorter!).
* Meetings should be "much less green;" with the budget distributed well in advance of the conference as well as at the business meeting itself. Questions may be generated ahead of time; Q&A reports can be posted on our website, blog or via our listserv.
* Conference attendee packets are still very important, with the consolidated reports, budget, and schedule printed and distributed in them.

* The list of attendees with complete address, fax, phone and email is also important; vendors report needing this to report back the connections they made at the conference.
* The conference blog should continue, and everyone on the planning committee or executive committee needs to contribute to make it informative.
[One member affirmed that the budget must be included in the packet and in advance of the meeting if possible. Another member was not comfortable shortening the business meeting, rather the meeting should be more engaging and interactive. "We need transparency in governance more than we need to afford another opportunity for members NOT to be involved."]

5. Consider conference budget approaches (for instance, zero-based, subsidized, profit) and or alternative sources of funding:

* Zero-based conference budgeting should be continued by chapter planners with a goal to break-even. Depending on the chapter budget and conference needs, it is desirable to subsidize registrations to assure solid conference attendance and quality programming.
* Planners should investigate the specific costs and benefits of contracting with an outside vendor/meeting planner for the 2010 conference.

[One member affirmed that the chapter should pursue an outside meeting planning firm. Another wanted the committee to be more clear about either zero-based budgeting OR subsidizing the meetings with chapter revenue. The focus should be on "making the meeting affordable---dipping into the chapter treasury where necessary."]

6. Solicit feedback from the general UNYOC membership as well as the Executive Committee.

These recommendations were distributed to members via the UNYOC listserv on April 21, with feedback/comments received back to the Committee by May 1, 2009. All comments and final wording were reviewed by the Task Force members.

**Members-At-Large Report**

We have the professional development award done, will forward to you shortly. We also have the student award done and sent out. (*Addendum: Deadline extended to July. MAL will report back to Executive Committee by September*).

That is all the news from the MAL.

Thanks,

Melissa

**Professional Development Award Proposal**

Purpose: To provide an opportunity for a librarian/information specialist to pursue continuing education in the area of health sciences librarianship.

Professional Development Award money may be used to cover registration fees for courses, programs, workshops, and conferences sponsored by UNYOC, professional organizations, regional library councils, graduate schools of library/information science, or colleges and universities.

Eligibility: The applicant must be a current member of UNYOC and must have a graduate degree in library/information science or information systems to apply. The award monies will be distributed to librarians who demonstrate the need for continuing education opportunities to further personal professional growth and to realize institutional or organizational goals.
Award Amount: Two professional development awards in the amount of $250.00 per UNYOC membership year (Jan.-Dec.).

NOTE: The professional development award money can not be used to pay for hotel or travel expenses.

Application: All applicants must submit a published description of the educational opportunity, current resume or CV, and a completed application form. Applications are due by August 15th.

Need to insert where to submit applications

Award winners agree to write a posting for the UNYOC blog about their experience. The posting should be about 250 words and should describe the professional development opportunity what impact it has had on the award winner and/or their institution. The blog posting must be written and published no later than 2 months after attending the continuing education program.

Proposal To Reorganize Leadership for Chapter Communications

The UNYOC Web Site Coordinator, in conjunction with the Newsletter Editor, UNYOC-L Coordinator, and Facebook Administrator, would like to propose that UNYOC establish a standing Communication Committee, with the chair serving as an appointed member of the Executive Committee. Our goal is to reorganize and streamline the process for disseminating information and incorporate Web 2.0 technologies to make it easier for UNYOC members to share ideas, collaborate on projects, and simply, keep in touch.

To accomplish these goals, we propose the following:
1) Eliminate the print newsletter. News will be communicated primarily through the UNYOC Blog, and going forward, other technologies as deemed appropriate.
2) Eliminate a Newsletter Editor position, which will require changes to the sections of the bylaws indicated below (Appendix A).
3) Create a standing Communications Committee. The Chair of this committee would be an appointed member of the Executive Committee, taking the place currently held by the Newsletter Editor. This action will also require changes to the bylaws (Appendix B).
4) The Communications Standing Committee would consist of Chair (the incumbent newsletter editor, Leigh Mihlrad) and the following technology coordinators:
   - UNYOC-L (incumbent – Amanda Start);
   - Web Site (incumbent – Pamela White);
   - Facebook (incumbent – Dean Hendrix), etc.
   Additional new technologies will be investigated and implemented through the work of this committee, in order to better facilitate chapter communications. The initial composition of the committee could naturally be expanded depending on the interest of UNYOC members and implementation of new technologies.
5) The need for the coordinators noted above to serve as ad hoc Executive Committee members will be decreased, because the website coordinator and UNYOC-L coordinator will be working closely with the Communications Chair. Having a standing committee with defined member roles is consistent with the committee structure used successfully by the Conference Planning Committee. This change will not require amending the bylaws.

In addition to amending the bylaws, the UNYOC Policy and Procedure manual should be changed to reflect the new committee structure and work of the committee. This responsibility should be undertaken by the Communications Committee.
This proposal has been made in consultation with the incumbent coordinators referenced above. We believe that implementation of the above recommendations will both facilitate and enhance Chapter communications, and provide a pathway to best utilize new technologies for the benefit of the Chapter.
Respectfully submitted,
Pamela White, Amanda Start, Dean Hendrix, Leigh Mihlrad, Diana Cunningham
June 9, 2009

Sections of the UNYOC Bylaws Requiring Amendment

Appendix A: Sections of the bylaws that need to be changed if the position Newsletter Editor is eliminated and this position is removed from the UNYOC Executive Committee:
   a. Article III, Section 3.2e: Refers to the requirement that the Newsletter editor be a MLA member)
   b. Article VII, Section 1: Refers to the composition of the Executive
   c. Article IX, Sections 1, 2., and 3a: Refers to the appointment and term of the newsletter editor, his/her membership in MLA, his/her relationship to and role on the Executive Committee.

Appendix B: Sections of the bylaws that need to be changed upon the creation of the Communications Standing Committee:
   d. Article VII, Section 1: Refers to the composition of the Executive
   e. Article X Section 1: Add to list of standing committees.

UNYOC Conference Planning Committee Report
June 3, 2009

The 2009 Conference Planning Committee met on February 6 at Albany Medical Center. The meeting theme was selected: **Capital Ideas: Surviving and Thriving in Uncertain Times**. The meeting will be held Wednesday, September 30-Friday, October 2 at the Hilton Garden Inn in Albany. The following have agreed to give presentations:

**Rachel S. Smith**, Vice President, NMC Services for the New Media Consortium (NMC),
**Arthur Downing**, Assistant Vice President for Information Technology and Chief Information Officer, Baruch College, City University of New York
**Mark Funk**, Head, Resource Management – Collections, Weill Cornell Medical Library
**Barbara Jones**, Missouri/Library Advocacy Liaison, J Otto Lottes Health Science Library, University of Missouri

The welcome reception will be held at the Hilton Garden Inn on Wednesday, September 30 after a half-day CE program. The NYS Museum has been reserved on Thursday evening for the “banquet” with transportation provided by the Aqua Ducks Trolleys. A link to the hotel Website has been placed on the UNYOC Website for attendees to book reservations. The Conference Planning Committee set a target of $125.00 for the package plan for UNYOC members. The registration fee will not be set until speaker and facility costs are determined.

Submitted by,

Sue Bretscher
Conference Planning Co-Chair
**Capital Ideas: Surviving and Thriving in Uncertain Times**

**Tentative Schedule**

**June 3, 2009**

**Wednesday – September 30, 2009**

Noon – 6:00pm  
**Registration**

1:00 - 5:00pm  
**CE - Communicating with Physicians: For Librarians (4 MLA CEUS)**  
Albany Medical College  
Level: beginning  
Prerequisite: none  
Max. # Attendance:  
Cost for UNYOC members:  
Non-member cost:  
**Course description:**  
Learn how to communicate more effectively with physicians. The overall goal is for librarians to understand the viewpoint of physicians during a library transaction and the ways the librarian can direct the interaction in a positive manner. The outcome of the course is that the librarian gains first-hand knowledge from a physician of what the physician's expectations are during a library transaction.

Instructors: Bradley A. Long, Head, Reference and Liaison Services, Health Sciences Library, SUNY Upstate Medical University, Syracuse, NY, and Peter M. Jucovy, MD, Chair, Institutional Review Board, Philadelphia Veterans Affairs Medical Center, Philadelphia, PA

6:00 – 8:00pm  
**Welcome Reception**  
Hilton Garden Inn - Atrium/Fireside Lounge

**Thursday – October 1, 2009**

7:30 – 9:00am  
**UNYOC Executive Committee Meeting,**  
Hilton Garden Inn

**Registration & Continental Breakfast**

9:00 – 9:15am  
**Welcome**  
Hilton Garden Inn – USS Albany Ballroom

9:15 – 10:30am  
**Plenary 1: NMC Horizon Report - Rachel S. Smith**  
Hilton Garden Inn – USS Albany Ballroom

The annual Horizon Report describes the continuing work of the New Media Consortium’s Horizon Project, a research-oriented effort that seeks to identify and describe emerging technologies likely to have considerable impact on teaching, learning, and creative expression within higher
education. In this keynote, NMC’s Rachel Smith will introduce the six technologies covered in the 2009 Horizon Report and describe the process of identifying and selecting the topics. She will show examples of how each technology is being used in higher education, with an emphasis on medical education. The 2009 Horizon Report is available online at no cost at http://horizon.nmc.org.

Rachel S. Smith is the Vice President, NMC Services for the New Media Consortium (NMC), an international consortium of nearly 300 world-class universities, colleges, museums, research centers, and technology companies dedicated to using new technologies to inspire, energize, stimulate, and support learning and creative expression. She is recognized for her work in making new technologies approachable for higher education faculty and staff through talks, trainings, and written materials. A specialist in project coordination, user interface design, and visual facilitation, Rachel leads the NMC’s fee-based services units, directs the NMC’s involvement in projects such as the museum tagging effort Steve in Action, and directs all NMC internal and external publications. She serves as an inter-organizational liaison, bringing together NMC members from around the globe to develop new projects. Rachel authors instructional materials, guides, and monographs on the creative and technical aspects of teaching with technology. She blogs at http://ninmah.be.

10:30am – 11:15am **Break & Vendor Exhibits**
Hilton Garden Inn

11:15am – Noon **Updates**
Hilton Garden Inn – USS Albany Ballroom

**Medical Library Association Update – Connie Schardt, MLS,**
President, Medical Library Association; Associate Director of Public Services, Medical Center Library, Duke University, Durham, NC

**NN/LM MAR Update – Karen Brewer, PhD**
Director, NN/LM Middle Atlantic Region, New York University Medical Center, New York, NY

12:00pm – 1:00pm **Lunch**
Hilton Garden Inn - Atrium

1:00pm – 2:00pm **Plenary 2: Mark Funk**
Weill Cornell Med. College, Medical Library
Hilton Garden Inn – USS Albany Ballroom

2:00 – 2:30pm **Break & Vendor Exhibits**
Hilton Garden Inn

2:30pm – 3:30pm **Plenary 3: Arthur Downing, PhD**
Assistant Vice President for Information Technology and Chief Information Officer, Baruch College, City University of New York
Hilton Garden Inn – USS Albany Ballroom

3:30pm – 5:00pm **Poster Session, Vendor Exhibits & AHIP Update**
UNYOC Summer Executive  
June 12, 2009

4:00pm – 6:00pm  **Albany Aqua Ducks Tour**  
Leave from Hilton Garden Inn

6:00pm – 9:00pm  **Dinner**  
NYS Museum

**Friday – October 2, 2008**

8:30am – 10:00am  **UNYOC Annual Business Meeting**  
Hilton Garden Inn – USS Albany Ballroom

10:00am – 10:30am  **Break**  
Hilton Garden Inn

10:30am – 11:30am  **Plenary 4: [ROI Topic] – Barbara Jones, MLS**  
Missouri/Library Advocacy Liaison, J Otto Lottes Health Science Library, University of Missouri  
Hilton Garden Inn – USS Albany Ballroom

11:30am – Noon  **General Updates & Awards, Recognition, Baskets**  
Hilton Garden Inn – USS Albany Ballroom

Noon – 1:00pm  **UNYOC Executive Committee Meeting**  
Hilton Garden Inn

**Reports**

**Chair Report – MLA 2009 Annual Report**

Since the last Annual Report, UNYOC has continued to implement programs and projects to meet the needs of our members. This year’s Chapter Theme is “Forging Ahead” to indicate that while much has been accomplished there still lies much ahead! Membership is not at the level it was last year, however, members tend to renew as the annual meeting draws closer. The 2009 conference, “Capital Ideas: Surviving and Thriving in Uncertain Times” will be held in Albany, NY from September 30th – October 2nd. UNYOC finances are relatively strong with funds available to support organizational activities and programming to enable member participation.

**Recruitment, Membership, and Leadership in the Profession**

The UNYOC Executive Committee strongly supports not only identifying and recruiting new members, but providing new members with the mentors and the opportunity to serve within the Chapter. Preliminary steps have included providing members who have indicated an interest with the opportunity to serve. Additionally, letters were sent to LIS faculty and students inviting them to attend the annual conference. Calls for applicants for two student scholarships has just gone out. Due to the location of the MLA annual meeting, UNYOC has agreed to double, this year only, the level of support for Chapter Council and an executive board member to attend the MLA meeting.

UNYOC also recognized the contributions of members through an Awards program. This year’s committee is beginning to solicit nominations. Last year, Amy Lyons was awarded a fellowship in recognition of her dedication to the Chapter and to the profession and Angela Dixon was awarded the Katie Nesbit Service Recognition Award for her Chapter contributions.
**Life Long Learning**
CE continues to be strongly supported. In addition to our Annual Meeting CE offerings, UNYOC budgets to collaborate with other groups in our region to support their CE offerings and to subsidize UNYOC member participation. Although no requests for support have been made to date, with 4 regional Hospital Library Services Program Coordinators active in UNYOC our members have many opportunities available to them. As online courses have gained in popularity, the Ad Hoc Conference Strategic Planning Task Force will be exploring changes in how the Chapter promotes and offers CE. To provide financial support for our members professional development needs, we have created two Individual Professional Development Awards. UNYOC has also sponsored two tickets to the MLA Chapter Roundtable annual luncheon to be held in Hawaii at the 2009 annual meeting.

**Advocacy**
Given the uncertain New York State budget environment, our Government Relations Chair has communicated and participated in NYLA Lobbying events to protect library funds from undue cutting. UNYOC members attended the NYLA Library Rally at the state capitol to protest a $20 million cut to library aid across the state on November 18th. Continued advocacy is vital as New York State has cut library funding by 8% for the 2009/2010 budget year, less than originally anticipated.

**Creating and Communicating our Knowledge/ Efficiency and Effectiveness of Association Operations**
There has been much effort this past year to review and improve chapter operations. The Ad Hoc Communications Committee continued to devise and introduce Web 2.0 technologies to facilitate Chapter business. In the past year, the chapter has established a presence on Facebook, implemented a blog which will eventually replace the more traditional newsletter, developed a conference planning Wiki, purchased SurveyMonkey, and used Doodle to set up meeting times. UNYOC-L continues to be active with 163 messages sent in 2008. Additionally, the Ad Hoc Annual Conference Task Force is charged with reviewing the current annual meeting structure and make recommendations for future meetings. A preliminary report is due by June 2009.

**Building a Network of Partners**
UNYOC is in the preliminary stages of exploring collaboration with NYLINK regarding an active role for medical librarians in the development and maintenance (i.e. updating) of medical treatment guidelines or algorithms. This idea arose from Dr. Penniman’s presentation at the annual meeting. Diana Cunningham is leading UNYOC’s involvement with this project and an Ad Hoc Committee has been formed to explore the possibilities.

**Motion**
This report is informational and requires no action by the Board of Directors.
Respectfully submitted,
Elizabeth Irish, MLS, AHIP
Chapter Chair

**Chapter Council Report**
Report from the MLA Annual Meeting in Honolulu, HI
- Attendance at MLA – 730 – not including vendors and guests. Last year in Chicago, attendance was 1300. Next year’s meeting is in Washington DC at the Hilton.
- 2009 Majors/MLA Chapter Project of the Year Award won by the Pacific Northwest Chapter for their project: Awakening the Searcher Within: An Online Seminar on Expert Searching.
• The MLA Credentialing Liaison reported that there is an increase of new AHIP members and 64 new Provisional members. There is also an increase in emeritus and retiring members. On the AHIP website, the Essential Areas of Knowledge have been replaced with Professional Competencies. There will be some changes in the points, for example, blog or wiki managers can earn 20 points/year if the blog or wiki is sponsored by a library association and MLAnet page editors points are reduced from 15 to 1. AHIP will be part of new membership database in the fall. CE will be added automatically as well as meeting attendance and members will be able to build their own portfolio.
• The Core Membership Committee is updating the Wikipedia entry for MLA and is hosting the New Member Breakfast.
• Benchmarking – 2007 data has been put up but they are still working on the interface. Should be released soon.
• There are now 13 chapters of MLA. It was approved at MLA to merge the Pittsburgh chapter with the Mid-Atlantic Chapter.
• Chapters are encouraged to set aside a time for students and new members to meet with the MLA Board Member attending their annual meeting. Several chapters did this last year and it went very well.
• Carla Funk reported that there will be a new association management system available soon. Members will be able to set their own password, keep a portfolio, and find out invoicing status for membership. Chapters will have better mailing lists. Full implementation will be completed by end of 2010.
• Carla also reported on the availability of video and web conferencing. MLA has purchased access to MegaMeeting.com and it is available to chapters at little or no cost. The winter MLA Board Meeting utilized this method and it was successful. Users need a pc/laptop with a camera and speakerphone or microphone. MLA Board preferred the speakerphone as there was delay with the microphone. Contact Kate Corcoran for more information.
• MLA President-Elect Connie Schardt outlined her priorities:
  o Pay attention to New members and to what current members want
  o Develop an Emerging New Leaders Task Force – similar to ALA.
  o Develop a core curriculum for those who are new out of library school and those from other professions to help them prepare for jobs in the medical field.
  o Provide more virtual annual meeting opportunities due to decrease in travel funds.

Angela Dixon
Chapter Council Alternate

Continuing Education Report April 2009
Grace Di Virgilio

David Rothman’s class was held at the UNYOC Annual Meeting in Ithaca, NY on October 22, 2008 “Medical Library 2.0: the Social Web Made Easy & Useful” (4 MLA CE)

Diane Rein’s course “Bioinformatics Primer” (6 MLA CE) was held at WNYLRC in Buffalo on April 6, 2009.

MLA webcasts including: held at various sites throughout the region in November 2008 and March 2009.

With New York State university budgets being put on hold, LCHIB (HUBNET board) offered to pay for hosting fees for the UB Health Sciences Library to offer the upcoming MLA educational webcast “Survival Tips and Stories: Expanding the Library's Services in Times of Disaster” on Wednesday, November 12, 2008, 1:00 p.m.--3:00 p.m., central time.
Grace attended the Chapter CE Chairs meeting at Chicago in May. MLA staff encouraged people to develop their own ideas for CE courses and offered assistance in the process.

In June, Grace received a letter of acknowledgment from the NN/LM’s National Training Center and Clearinghouse recognizing her support and coordination of in-person training of NLM databases for the region.

In early September, Arpita Bose conducted four training sessions in MedlinePlus for public librarians at various locations in the Buffalo & Erie County Public Library System (Audobon, Central Library, Hamburg & Frank Meriweather branches). Grace helped to connect Arpita with library administrators to facilitate training. Tim Galvin, a BECPL librarian, coordinated the training sessions which were a great success.

In October, Grace, WNYLRC Exec. Director, Sheryl Knab & Regional Training Coordinator Laura Osterhout met with Diane Rein, Bioinformatics Librarian at the University at Buffalo to discuss offering classes such as Bioinformatics Primer at WNYLRC. Diane is already offering these courses on-site to the University at Buffalo faculty and librarians. A message was sent to the UNYOC listserv along with the WNYLIB-L and other listservs to determine interest for an April 2009 course. Several librarians from the University of Vermont responded with interest. Communicating with Physicians (for Librarians), the CE course that Brad Long & Peter Jucovy, MD, were to present at UNYOC in Ithaca, had to be cancelled due to lack of enrollment. Enrollees in Brad Long’s course were asked to switch to David Rothman’s course "Medical Library 2.0".

Since CE enrollment has greatly diminished, the issue of time and money investment in offering CE has to be revisited. No requests for UNYOC CE grant monies were made this year. The 3Rs Councils seem to do a great job of offering high quality, diverse courses locally. UNYOC is happy to be able to partner with South Central 3Rs Council and rent their training center for David Rothman’s course at a very low cost.

Miguel Figueroa from the NN/LM MAR reported that their online classes are becoming increasingly popular.

UNYOC membership was well represented at several meetings of the MedlinePlus New York GoLocal effort that the Rochester 3Rs Council (Clic-on-Health) is spearheading.

WNYLRC’s Health Care Information Access Committee dissolved as an HLSP advisory group and, with WNYLRC Board approval, re-formed into a WNYLRC standing committee - the Committee for Health Information Access (CHIA). CHIA has held three meetings and plans to become involved in the data records and training aspects of the New York GoLocal. CHIA is also planning a series of courses to satisfy the Consumer Health Information Specialist certification requirements. The courses will be set up as an institute to assist multi-type librarians (public, academic, health sciences, etc.) in obtaining CHIS certification.

Grace attended and provided member input to the NLM site visit to the National Network of Libraries of Medicine Middle Atlantic Region (RML) held at New York University on December 8, 2008.

**Government Relations Report**

* New York State has cut library funding by 8% for the 2009/2010 budget year.
* No word from Canadian members on their situation.
Membership Committee Chair Report  June 2009

Membership Statistics:

<table>
<thead>
<tr>
<th>Year</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009 (to date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td>75</td>
<td>88</td>
<td>73</td>
<td>86</td>
<td>51</td>
</tr>
</tbody>
</table>

Members Interested in Joining a UNYOC Committee or filling a position:

- Melissa Helwig, Work number: 705-662-7100 melissa.helwig@normed.ca **
- Emily Hart, Work number: 315-464-7109 harte@upstate.edu
- Shannon Smilth, Work number: 716-817-7810 shannonsmithny@gmail.com
  **newest member-at-large

Activities:

- Updated membership database (ongoing)
- Sent new member names and e-mail addresses to UNYOC-L manager, Amanda Start
- Sent welcome letters via email to our new members.
- Sent thank-you emails to all renewing members
- Sent names and email addresses of members requesting AHIP information to the Chapter AHIP Credentialing Liaison
- Identified lapsed members still listed as active in membership database, sent email reminders.
- Requested list of MLA members in our Chapter area

Membership Awards:

10 Years
- Sue Ben-Dor
- Christopher Tosh
- Joanne Jahr

20 Years
- Susan M Murray
- Diane Schwartz

20 Years
- Enid Geyer

15 Years
- Judith Kroft
- Christine Kucharski

30 Years
- Edward Leisner
- Ursula Poland

Respectfully submitted,
Rebecca Kindon, MLS
Membership Committee, Chair

Telephone: 315-464-7193 ; Kindonr@upstate.edu

APPENDIX:

Forging Ahead: UNYOC Goals and Objectives 2008

Recruitment, membership, and leadership in the profession

- Establish an Ad Hoc Conference Strategic Planning Committee to investigate and to recommend potential changes to the current conference format
- Explore membership needs and satisfaction with UNYOC responsiveness
• Establish a UNYOC mentoring program to encourage communication and learning between members to develop future Chapter leaders
• Continue to promote the Academy of Health Information Professionals (AHIP)
• Promote health sciences librarianship to individuals, groups, library schools, and other professional and/or consumer groups

Life Long Learning

• Determine membership needs for continuing education opportunities with UNYOC regions
• Identify, promote, sponsor, and partner CE sessions with member libraries, organizations, and/or consortia

Advocacy of library issues and concerns

• Advocate in support of New York and Ontario health sciences librarians and libraries through the appropriate channels
• Provide support for members to effectively use of advocacy tools for hospitals, academic settings, or other sites (e.g. open access, fair use, etc.)

Creating and communicating our knowledge

• Develop a strategic planning process that will update the current plan
• Incorporate Web 2.0 technologies into the UNYOC website

Building a network of partners

• Explore potential roles for UNYOC in the development of the Upstate NY Go Local
• Seek partnership with other associations to offer join educational and networking opportunities for members

Upstate New York and Ontario Chapter
Of the Medical Library Association

Annual Business Meeting
Ithaca, New York
Friday, October 24, 2008

1. Call to order:
   a. 8:35 a.m.
   b. 36 in attendance

2. Karen Brewer, Director, NN/LM Middle Atlantic Region, introduced a new initiative planning grant to study the impact of medical libraries on health care. This will be an update of the Marshall study.

3. Thank yous were given to this year’s conference planners: Brad Long, Sue Ben-Dor, Jeff Garvey, Nora Hardy, Elizabeth Irish, Mary Joe Russell, Pam White, Warren Hawkes, Angela Dixon, Grace DiVirgilio, Rebecca Kindon, Sue Bretscher, Diana Cunningham

4. Thank yous were given to our generous exhibitors and sponsors:
5. 2007/08 chapter officers were introduced and recognized for their constant commitment to the organization.

6. 2007 annual business meeting minutes
   a. Jeff Garvey made a motion to accept the minutes, Nora Hardy seconded the motion, the motion carried.

7. Old Business

8. Report of the chair
   a. goals and objectives for 2008/2009 were presented
      i. Tom Fleming made a comment regarding AHIP membership and support from UNYOC and MLA. Better tracking of chapter membership and AHIP status is being developed.

   b. Membership will be developing a survey on Survey Monkey to gain feedback from the membership. Membership has gone from 72 members to 86 members; an 18% increase.

9. Report of the treasurer
   a. DO insurance is being managed through MLA at same rate as before
   b. $10,000 CD has been reinvested even though the interest continues to decline
   c. There will be an increase in the amount of support UNYOC provides for officer attendance to the MLA meeting in Hawaii. The Chapter Council Representative, the Alternate Chapter Council Representative and one other executive committee member will receive $600 instead of $300. The change is for 2009 only.
   d. A small profit was realized from the 2007 Annual Meeting in Alexandria Bay.
   e. The organization met its expenses for 2007-2008.
   f. The proposed budget for 2008-2009 was presented for approval. Discussion included:
      i. Jeff Garvey wanted the Albany meeting planners to be assured that there is a budgeting cushion to draw on.
      ii. Chris Tosh said that due to the economy we should be cautious.
      iii. Gary Byrd suggested that reserves be used to defray meeting costs for the annual meeting.
      iv. Tom Fleming was concerned that next year’s attendance may be low due to the location at the extreme end of our chapter. Incentives should be offered (financial and other).
      v. Christina Pope suggested that a question on the annual meeting survey should ask if people are planning on attending next year’s meeting and ask for suggestions of possible incentives that should be offered.
   g. Tom Fleming made a motion to approve the budget for 2008/2009. Susan Murray seconded the motion. The motion carried.

10. Election of officers
a. Slate of officers, appointed positions and ex-officio members was presented:
   - Vice Chair/Chair Elect: Christina Pope
   - Member-at-Large: Donna Berryman
   - Continuing Education Chair: Grace DiVirgilio
   - Benchmarking {Mary Jo Russell or from the floor}? 
   - Chapter Council Alternate: Christine Szcerba
   - Chapter Council: Angela Dixon
   - Nominee to the MLA: Sue Ben-Dor
   - Nomination Committee: Sue Ben-Dor
   - AHIP Credentialing Liaison: Sue Ben-Dor
   - Parliamentarian: Warren Hawkes
   - Newsletter Editor: Leigh Mihlrad

b. No nominations were made from the floor

c. Nora Hardy made a motion to accept the ballot of officers. Brad Long seconded the motion. The motion carried.

11. Website re-design was discussed.

12. New business:
   a. New Chair, Elizabeth Irish, assured the membership that the organization is forging ahead.
      i. An ad-hoc strategic planning group has been formed and the conference planning process is being reviewed.
      ii. Communication using Web 2.0 and other technologies will be explored and enhanced.
      iii. Mentoring among our membership will be fostered.
      iv. The value of libraries will be studied through the grant mentioned earlier by Karen Brewer.

   b. Conference planning co-chairs again thanked this year’s planning committee for their hard work. Suzanne Whitaker and Dave Lester were also thanked for their assistance with the conference.

   c. Certificates of service were presented to:
      - Michele Zafron, 5 years
      - Christina Pope, 5 years
      - Gary Byrd, 10 years
      - Marilyn Rosen, 15 years
      - Elizabeth Irish, 15 years
      - Adrienne Doepp, 15 years
      - Sue Bretscher, 20 years
      - Jeff Garvey, 30 years

   d. The 2007-2008 UNYOC Offices were thanked:
      - Pam White, Web Site Coordinator/Immediate Past-Chair
      - Tom Fleming, Parliamentarian/AHIP Credentialing Liaison
      - Nora Hardy, Newsletter Editor
      - Rebecca Kindon, Membership Chair/Member-At-Large
      - Chris Tosh, Government Relations Chair
      - Amanda Start, UNYOC-L Coordinator
      - Grace DiVirgilio, Continuing Education Chair
      - Brad Long, Conference Planning Co-chair
e. The Katy Nesbit Service Recognition Award was presented to Angela Dixon.

f. The Fellowship Award was presented to Amy Gische Lyons.

g. Diana Cunningham was thanked for her year as Chair.

h. Everyone was invited to the 2009 Annual Meeting in Albany

Submitted by Cynthia Bertuca
June 9, 2009

UNYOC Executive Committee Meeting
June 2, 2008
Syracuse, NY

Present:
Amy Lyons, Pam White, Cindy Bertuca, Sue Ben Dor, Diana Cunningham, Rebecca Kindon, Melissa Helwig, Brad Long, Nora Hardy, Michelle Zafron, Elizabeth Irish, Angela Dixon

1. Call to Order
Meeting was called to order at 9:35 am.

2. Approval of Executive Committee Minutes, October 2007

Comment from Judi Mullens that the Business meeting ran over at the Fall Meeting.

Diana Cunningham will compile list of members who presented papers or posters during 2007-2008 and will highlight at the Fall Meeting.

Executive Committee needs for 2008:
Christina Pope, Chair Elect; Donna Berryman, Member at Large; need a CE Chair; Tom Fleming retired, need AHIP credentialing, Susan Ben Dor interested

A motion to accept the minutes of the Fall 2007 Executive Meetings as amended was made by Amy Lyons and seconded by Nora Harding. The motion was carried.

Old Business

3. Reports from Chapter Officers & Committee Chairs:
UNYOC-L report from Amanda Start will be emailed to Executive Committee.

**AHIP Credentialing** report from Tom Flemming was presented. There is a problem determining AHIP members of UNYOC. We tried to look at a list of AHIP members in UNYOC area to encourage them to join UNYOC. Some listed as NY/NJ Chapter. MLA will collect data for Chapter Membership as it relates to AHIP credentialing. Diana will invite all AHIP members in the UNYOC territory to the annual meeting and give them free UNYOC membership for one year (2009). We should have a reception for that purpose at the meeting. If we have AHIP members, they should work with others who are “in the process” of preparing to apply for AHIP credentialing. All AHIP members should be AHIP mentors. Need to encourage members to do this. Information is available for AHIP mentoring on the MLA website. Double check with Tom about sending another message directed to possible AHIP members and possible AHIP mentors. Directors should encourage their staff to do it. Diana will send a personal note to all ASALD directors. Needs to be a cultural expectation in an organization.

**Scholarship Committee** report from Rebecca Kindon was discussed. Why are there so few applicants? Encourage people to apply again if they are not chosen the first time. Should we broaden the award to allow MLA attendance? Does the scholarship money have to be used for a health science librarian course? No, it can be used for any course from an accredited library school which is related to health science librarianship. It could also be used for an online course. Scholarship includes UNYOC membership. Scholarship Committee (Members at large) will make the criteria and use of funding clear at the Annual Meeting. They will look at wording and make sure it is clear and share with Executive Committee by email for review first.

**Members at Large** report from Rebecca Kindon was discussed.

**Membership** Report was presented by Rebecca Kindon. Membership to date for 2008 is 68. Committee members can log into Survey Monkey UNYOC survey. UNYOC (name), survey (password)

**Chapter Council** from Sue Ben-Dor was discussed. She attended Chapter Council meeting at MLA. Diana’s annual report was distributed.

**CE Committee** report from Grace Di Virgilio. Report included CE courses presented by Councils. Amy made a motion that the existing CE allocation be reduced from $1000 to $500. Amy made a motion that the Members at Large investigate and create a proposal to use $500 to create 2 new awards to use for individual professional development. The proposal will be presented at the Annual Business Meeting. Pam seconded the motion. Motion carried.

**Newsletter Report** by Nora Hardy was distributed. Nora presented a report from the UNYOC Communications Task Force. Should this Task Force be continued? Nora received more ideas at MLA that needs to be explored. Leigh Mihlrad has recently been added to the task force. Final report will recommend best practice ideas for organizational communication. We need to ask task force members if they will continue and look for people to be added to the group. Final report will be presented October 2008 at the Executive Committee meeting.
Immediate Past Chair report was presented by Pam White. How much funding should be available to Executive Committee members to attend MLA in Hawaii? 2 stipends were provided to Chapter Council Rep and Chapter Council Alternate for 2008. An additional $300 stipend usually goes to one member of the Executive Committee. Immediate Past Chair needs revise section on application of MLA stipends. Pam made a motion that the stipends for Chapter Council and Chapter Council Alternate be increased to $600 each for 2009. Brad seconded it. The motion carried. This motion was based on the need and importance for the Chapter to be represented at the MLA Annual meeting. 2 additional stipends will be offered at $300.

The Procedure Manual needs major revision. All forms need to be placed in an appendix. Organizational calendar needs to be created. This calendar needs to be placed on the UNYOC website. The procedure manual will be turned into a wiki. Pam will work on it over the Summer. She will contact Executive Committee via email.

Website Report was distributed by Pam White. Pam was recognized for her efforts in moving and changing the website. The change was very successful. The “Moments of Distinction” document was an entity for the MLA centennial. It was not meant to be a living document. Occasional questions are received about why this section is not updated. Pam suggests that the appendices be the place where the document is updated. Executive Committee felt that the document be kept as a distinct document. Other documents could reflect the continuing accomplishments of the organization. A timeline was suggested. Amy will write a description of this document and will ask for volunteers for a committee to collect updated material.

Archive Report – Amy will work on them this summer. She asks that all Executive Committee members send appropriate materials for the Archive.

Vice Chair Report was distributed by Elizabeth Irish.

4. Treasurer’s Report by Amy Lyons was discussed.

Balance to date in the checking account is $19,035.20. CD matured 5/22/08. Made $189.78 in 07/08 $841.20 since inception. The balance was rolled over for 4 more months.

2006-2007 income was $28,455.95. Expenditures were $14,133.45. Proposed for 2007-2008: income = $25,600, expenditures = $21,378.00

At MLA it was announced that there were changes in insurance offered to the chapters under MLA’s umbrella. Professional Liability Insurance will no longer be available to the chapters under this arrangement. General Liability Insurance will still be offered. Professional Liability covers situations where the officers of the organization make a decision that costs the organization money. It covers the personal risk of officers. An organization that is incorporated has some liability built in. A 501c3 organization provides immunity to liability for volunteers. The organization can be sued but not the volunteer. Does UNYOC want a separate Professional Liability Insurance policy? Amy Lyons and Judy Mullens will look into the costs and the details of what is “protected”. They will report to the Executive Committee by email and a decision will be made before the Fall Meeting. The
refund for UNYOC’s Profession Liability Insurance policy will be sent to the Treasurer by MLA and will be deposited into the treasury.

The Canadian dollar and the U.S. dollar are very close in value. There is still a service fee for converting Canadian funds into U.S. funds, but a Canadian bank account would help minimize this. Goodwill towards our Canadian members is important. Pam White made a motion to equalize the due structure so that Canadians and U.S. members will both pay $15.00. This due structure will be reviewed as needed. Nora Hardy seconded the motion. The motion carried and will go in effect for the 2007 - 2008 organizational year.

Financial form 990 for Group Federal tax has been filed by MLA on our behalf. The cost to UNYOC for that filing is $100.00.

5. Conference Planning Co-Chair’s Report

2008 Conference
Brad presented a tentative schedule and budget
- UNYOC Room reservations: $125 for hotel rooms
- Mary Ryan – MLA
- Would be great to have a Canadian speaker
- Have a speaker and game at the banquet
- Arrange for tours on Wednesday and Friday
- Start Business meeting at 8:30.
- Offer vendors the opportunity to do sunrise sessions
- Majors may do a Majors walk
- A prize for best poster was suggested- Viewer’s Choice
- Silent auction suggested as an addition to basket raffle
- Find ways to make it a green meeting
- Need a CHLA rep update

6. 2009 Conference location
The 2009 conference will be in Albany
9/30 -10/2
Desmond Hotel
Pam moved to approve the location and dates of the Albany meeting. Michelle seconded the motion. The motion carried. Elizabeth is talking to NEHSAL and another library associations.

7. Survey Monkey
Draft recommendation for use of UNYOC Survey Monkey Account was distributed by Diana and reviewed by the Executive Committee. Draft will be presented at the Fall meeting. Item 5 of the draft will be changed to “a summary report of the survey results is required, with an evaluation summary submitted to the Executive Committee followed by presentation to the membership.

8. UNYOC chapter reimbursement guidelines
Diana distributed a draft of recommendations for reimbursement. This is a new document to help address 0 based budgeting. Diana made a motion that this document be approved by the Executive Committee and then presented to the membership for informational purposes... Seconded by Melissa. Changes: 6. “The speaker will be asked to provide and appropriate substitute....” Remove the
last (partial) sentence. Add ground transportation (mileage) and train fare to #4 and train fare to #6. Motion carried.

9. Chapter Communications task force: update (covered during the Newsletter report)

The possibilities for the slate of officers and appointments needed for 2008-2009 were discussed.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chair/ Chair Elect</td>
<td>Christina</td>
</tr>
<tr>
<td>Secretary</td>
<td>Cindy (until 2009)</td>
</tr>
<tr>
<td>Members at Large</td>
<td>Donna Berryman</td>
</tr>
<tr>
<td>CE Committee Member</td>
<td>Marilyn Rosen (Grace)</td>
</tr>
<tr>
<td>News Letter Editor</td>
<td>Nora Hardy (until 2009)</td>
</tr>
<tr>
<td>Benchmarking</td>
<td>Mary Jo or from the floor</td>
</tr>
<tr>
<td>Chapter Council Alternate</td>
<td>Christine Szczzerba</td>
</tr>
<tr>
<td>Chapter Council</td>
<td>Angela Nixon</td>
</tr>
<tr>
<td>Nominee to the MLA</td>
<td>Sue Ben-Dor</td>
</tr>
<tr>
<td>Nomination Committee</td>
<td></td>
</tr>
<tr>
<td>Credentialing</td>
<td></td>
</tr>
</tbody>
</table>

11. Other

Meeting Rotation
We do not want to be too prescriptive. Can we rotate Canada, East, Middle, and West? Have we lost members and/or people who want to be involved? A major city every other year. Diana, Pam, Brad, Cindy, Amy and Elizabeth will draft a rotation proposal.

12. Petition to Establish a New Chapter/Geographical Region
Pittsburgh (Western Pennsylvania) can no longer exist as their own chapter. They presently have only 38 members. They are looking for proposals from other chapters. We should invite them to Ithaca. Brad will talk to Pittsburgh Chapter members and feel them out. Diana will talk to Ellen Detlefsen.

5 downstate counties have more in common with UNYOC that with NY/NJ. Diana will talk to the NY/NJ chair about this issue. Would aid the count for AHIP, MLA and UNYOC.

13. Other Business
There was no other business. The meeting was adjourned at 3:10 p.m.

Submitted by Cynthia Bertuca
10/23/2008
Scoring Sheet

UNYOC/ MLA Professional Development Award

Applicant Name: _______________________________________________________

Confirm:

- Current UNYOC member: ______
- Master's degree in library science/information science: ______

<table>
<thead>
<tr>
<th>Category</th>
<th>Max Points</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application materials professional and well written</td>
<td>1 point</td>
<td></td>
</tr>
<tr>
<td>Current resume or CV included</td>
<td>2 points</td>
<td></td>
</tr>
<tr>
<td>Published copy of continuing education or professional development activity included</td>
<td>2 points</td>
<td></td>
</tr>
<tr>
<td>Personal statement clearly describes:</td>
<td>Up to 5 points may be awarded in this category</td>
<td></td>
</tr>
<tr>
<td>- The impact this program will have on applicant’s professional development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- How this program will help applicant realize organizational or institutional goals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AWARDED

TOTAL POINTS
UNYOC / MLA
Professional Development Award Application

**Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City ST ZIP Code</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
</tbody>
</table>

**Membership**

Are you a current UNYOC Member?

___ Yes
___ No

**Attachments**

Please be sure your application includes the following items:

___ Current resume or CV including your graduate degree
___ Published description of the continuing education program/professional development opportunity
___ Personal statement not to exceed 250 words indicating how this continuing educational program/professional development opportunity will further your own professional growth and/or how it will help you to realize institutional or organizational goals.

**Agreement**

If you receive the Professional Development Award, you agree to attend the continuing education opportunity or professional development program within 12 months of the date of receipt. After attending the program, you agree to write a posting for the UNYOC blog describing your experience including what impact this has had on you and/or your organization. The blog posting will be published no later than **two** months after completion of the program/opportunity.

<table>
<thead>
<tr>
<th>Signature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
## 2008-2009 Executive Committee Directory

### Officers & Elected Positions – shaded indicates action needed, term expiring Oct. 2009

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>End of Term</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHAPTER CHAIR:</strong></td>
<td>Elizabeth Irish</td>
<td>2009</td>
<td><a href="mailto:irishe@mail.amc.edu">irishe@mail.amc.edu</a></td>
</tr>
<tr>
<td><strong>VICE-CHAIR/CHAIR-ELECT:</strong></td>
<td>Cristina Pope</td>
<td>2009</td>
<td><a href="mailto:PopeC@upstate.edu">PopeC@upstate.edu</a></td>
</tr>
<tr>
<td><strong>IMMEDIATE PAST-CHAIR:</strong></td>
<td>Diana J. Cunningham</td>
<td>2009</td>
<td><a href="mailto:diana_cunningham@nymc.edu">diana_cunningham@nymc.edu</a></td>
</tr>
<tr>
<td><strong>SECRETARY:</strong></td>
<td>Cynthia Bertuca</td>
<td>2009</td>
<td><a href="mailto:cbertura@buffalo.edu">cbertura@buffalo.edu</a></td>
</tr>
<tr>
<td><strong>TREASURER:</strong></td>
<td>Amy Gische Lyons</td>
<td>2009</td>
<td><a href="mailto:alyons@acsu.buffalo.edu">alyons@acsu.buffalo.edu</a></td>
</tr>
<tr>
<td><strong>CHAPTER COUNCIL REPRESENTATIVE:</strong></td>
<td>Angela Dixon</td>
<td>June 2012</td>
<td><a href="mailto:Angela_Dixon@urmc.rochester.edu">Angela_Dixon@urmc.rochester.edu</a></td>
</tr>
<tr>
<td><strong>CHAPTER COUNCIL ALTERNATE:</strong></td>
<td>Christine Szczesna</td>
<td>2012</td>
<td><a href="mailto:cszczesna@mail.nysed.gov">cszczesna@mail.nysed.gov</a></td>
</tr>
<tr>
<td><strong>MEMBERS-AT-LARGE:</strong></td>
<td>Melissa Helwig</td>
<td>2009</td>
<td><a href="mailto:melissa.helwig@normed.ca">melissa.helwig@normed.ca</a></td>
</tr>
<tr>
<td><strong>APPOINTED POSITIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ARCHIVIST:</strong></td>
<td>Amy Gische Lyons</td>
<td>2009</td>
<td><a href="mailto:alyons@acsu.buffalo.edu">alyons@acsu.buffalo.edu</a></td>
</tr>
<tr>
<td><strong>CONFERENCE PLANNING CO-CHAIRS:</strong></td>
<td>Sue Bretscher</td>
<td></td>
<td><a href="mailto:sbretscher@lourdes.com">sbretscher@lourdes.com</a></td>
</tr>
<tr>
<td><strong>CONTINUING EDUCATION CHAIR:</strong></td>
<td>Grace Di Virgilio</td>
<td>2011</td>
<td><a href="mailto:gd3248@chsbuffalo.org">gd3248@chsbuffalo.org</a></td>
</tr>
<tr>
<td><strong>GOVERNMENT RELATIONS CHAIR:</strong></td>
<td>Christopher Tosh</td>
<td>2010</td>
<td><a href="mailto:chris@cdlc.org">chris@cdlc.org</a></td>
</tr>
<tr>
<td><strong>MEMBERSHIP CHAIR:</strong></td>
<td>Rebecca Kindon</td>
<td>2010</td>
<td><a href="mailto:KindonR@upstate.edu">KindonR@upstate.edu</a></td>
</tr>
<tr>
<td><strong>NEWSLETTER EDITOR:</strong></td>
<td>Leigh Mihirad</td>
<td>2009</td>
<td><a href="mailto:mihirad@mail.amc.edu">mihirad@mail.amc.edu</a></td>
</tr>
<tr>
<td><strong>PARLIAMENTARIAN:</strong></td>
<td>Warren G. Hawkes, MLS, AHIP</td>
<td></td>
<td><a href="mailto:warren.hawkes@nysna.org">warren.hawkes@nysna.org</a></td>
</tr>
<tr>
<td><strong>AHIP CREDENTIALING LIAISON:</strong></td>
<td>Sue Ben-Dor</td>
<td></td>
<td><a href="mailto:hrt@ormc.org">hrt@ormc.org</a></td>
</tr>
<tr>
<td><strong>WEB SITE COORDINATOR:</strong></td>
<td>Pamela White</td>
<td></td>
<td><a href="mailto:pamela.white@urmc.rochester.edu">pamela.white@urmc.rochester.edu</a></td>
</tr>
<tr>
<td><strong>BENCHMARKING LIAISON:</strong></td>
<td>Regina Vertone</td>
<td></td>
<td><a href="mailto:Vertone@nehealth.com">Vertone@nehealth.com</a></td>
</tr>
</tbody>
</table>

### Ex Officio Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AHIP CREDENTIALING LIAISON:</strong></td>
<td>Sue Ben-Dor</td>
<td><a href="mailto:hrt@ormc.org">hrt@ormc.org</a></td>
</tr>
<tr>
<td><strong>UNYOC-L COORDINATOR:</strong></td>
<td>Amanda Start</td>
<td><a href="mailto:start@acsu.buffalo.edu">start@acsu.buffalo.edu</a></td>
</tr>
</tbody>
</table>

### Appointed Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>End of Term</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCHIVIST:</strong></td>
<td>Amy Gische Lyons</td>
<td>2009</td>
<td><a href="mailto:alyons@acsu.buffalo.edu">alyons@acsu.buffalo.edu</a></td>
</tr>
<tr>
<td><strong>CONFERENCE PLANNING CO-CHAIRS:</strong></td>
<td>Sue Bretscher</td>
<td></td>
<td><a href="mailto:sbretscher@lourdes.com">sbretscher@lourdes.com</a></td>
</tr>
<tr>
<td><strong>CONTINUING EDUCATION CHAIR:</strong></td>
<td>Grace Di Virgilio</td>
<td>2011</td>
<td><a href="mailto:gd3248@chsbuffalo.org">gd3248@chsbuffalo.org</a></td>
</tr>
<tr>
<td><strong>GOVERNMENT RELATIONS CHAIR:</strong></td>
<td>Christopher Tosh</td>
<td>2010</td>
<td><a href="mailto:chris@cdlc.org">chris@cdlc.org</a></td>
</tr>
<tr>
<td><strong>MEMBERSHIP CHAIR:</strong></td>
<td>Rebecca Kindon</td>
<td>2010</td>
<td><a href="mailto:KindonR@upstate.edu">KindonR@upstate.edu</a></td>
</tr>
<tr>
<td><strong>NEWSLETTER EDITOR:</strong></td>
<td>Leigh Mihirad</td>
<td>2009</td>
<td><a href="mailto:mihirad@mail.amc.edu">mihirad@mail.amc.edu</a></td>
</tr>
<tr>
<td><strong>PARLIAMENTARIAN:</strong></td>
<td>Warren G. Hawkes, MLS, AHIP</td>
<td></td>
<td><a href="mailto:warren.hawkes@nysna.org">warren.hawkes@nysna.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AHIP CREDENTIALING LIAISON:</strong></td>
<td>Sue Ben-Dor</td>
<td><a href="mailto:hrt@ormc.org">hrt@ormc.org</a></td>
</tr>
<tr>
<td><strong>UNYOC-L COORDINATOR:</strong></td>
<td>Amanda Start</td>
<td><a href="mailto:start@acsu.buffalo.edu">start@acsu.buffalo.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCHIVIST:</strong></td>
<td>Amy Gische Lyons</td>
<td>2009</td>
</tr>
<tr>
<td><strong>CONFERENCE PLANNING CO-CHAIRS:</strong></td>
<td>Sue Bretscher</td>
<td></td>
</tr>
<tr>
<td><strong>CONTINUING EDUCATION CHAIR:</strong></td>
<td>Grace Di Virgilio</td>
<td>2011</td>
</tr>
<tr>
<td><strong>GOVERNMENT RELATIONS CHAIR:</strong></td>
<td>Christopher Tosh</td>
<td>2010</td>
</tr>
<tr>
<td><strong>MEMBERSHIP CHAIR:</strong></td>
<td>Rebecca Kindon</td>
<td>2010</td>
</tr>
<tr>
<td><strong>NEWSLETTER EDITOR:</strong></td>
<td>Leigh Mihirad</td>
<td>2009</td>
</tr>
<tr>
<td><strong>PARLIAMENTARIAN:</strong></td>
<td>Warren G. Hawkes, MLS, AHIP</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCHIVIST:</strong></td>
<td>Amy Gische Lyons</td>
<td>2009</td>
</tr>
<tr>
<td><strong>CONFERENCE PLANNING CO-CHAIRS:</strong></td>
<td>Sue Bretscher</td>
<td></td>
</tr>
<tr>
<td><strong>CONTINUING EDUCATION CHAIR:</strong></td>
<td>Grace Di Virgilio</td>
<td>2011</td>
</tr>
<tr>
<td><strong>GOVERNMENT RELATIONS CHAIR:</strong></td>
<td>Christopher Tosh</td>
<td>2010</td>
</tr>
<tr>
<td><strong>MEMBERSHIP CHAIR:</strong></td>
<td>Rebecca Kindon</td>
<td>2010</td>
</tr>
<tr>
<td><strong>NEWSLETTER EDITOR:</strong></td>
<td>Leigh Mihirad</td>
<td>2009</td>
</tr>
<tr>
<td><strong>PARLIAMENTARIAN:</strong></td>
<td>Warren G. Hawkes, MLS, AHIP</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCHIVIST:</strong></td>
<td>Amy Gische Lyons</td>
<td>2009</td>
</tr>
<tr>
<td><strong>CONFERENCE PLANNING CO-CHAIRS:</strong></td>
<td>Sue Bretscher</td>
<td></td>
</tr>
<tr>
<td><strong>CONTINUING EDUCATION CHAIR:</strong></td>
<td>Grace Di Virgilio</td>
<td>2011</td>
</tr>
<tr>
<td><strong>GOVERNMENT RELATIONS CHAIR:</strong></td>
<td>Christopher Tosh</td>
<td>2010</td>
</tr>
<tr>
<td><strong>MEMBERSHIP CHAIR:</strong></td>
<td>Rebecca Kindon</td>
<td>2010</td>
</tr>
<tr>
<td><strong>NEWSLETTER EDITOR:</strong></td>
<td>Leigh Mihirad</td>
<td>2009</td>
</tr>
<tr>
<td><strong>PARLIAMENTARIAN:</strong></td>
<td>Warren G. Hawkes, MLS, AHIP</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCHIVIST:</strong></td>
<td>Amy Gische Lyons</td>
<td>2009</td>
</tr>
<tr>
<td><strong>CONFERENCE PLANNING CO-CHAIRS:</strong></td>
<td>Sue Bretscher</td>
<td></td>
</tr>
<tr>
<td><strong>CONTINUING EDUCATION CHAIR:</strong></td>
<td>Grace Di Virgilio</td>
<td>2011</td>
</tr>
<tr>
<td><strong>GOVERNMENT RELATIONS CHAIR:</strong></td>
<td>Christopher Tosh</td>
<td>2010</td>
</tr>
<tr>
<td><strong>MEMBERSHIP CHAIR:</strong></td>
<td>Rebecca Kindon</td>
<td>2010</td>
</tr>
<tr>
<td><strong>NEWSLETTER EDITOR:</strong></td>
<td>Leigh Mihirad</td>
<td>2009</td>
</tr>
<tr>
<td><strong>PARLIAMENTARIAN:</strong></td>
<td>Warren G. Hawkes, MLS, AHIP</td>
<td></td>
</tr>
</tbody>
</table>