



OHIO HEALTH SCIENCES LIBRARY ASSOCIATION

**Spring Meeting
Monday, April 19, 2010
Mount Carmel Health Sciences Library
Columbus, OH**

Business Meeting Agenda

Call to Order and Welcome - Bette Sydelko

Bette Sydelko, President, called the meeting to order at 12:40p. She welcomed everyone and talked about how pleased she is with the attendance. She asked new attendees and members to please stand.

Approval of minutes from Fall 2009 Meeting - Fern Cheek

Bette asked for any changes or corrections to the minutes. Under the membership treasurer report, include the membership section. The RAC report for Mike is incorrect. Corrections will be made to that report. Minutes were approved as corrected.

President's Report/Program Committee Report - Bette Sydelko

The executive board met twice since the fall meeting via conference call. Bette communicated with the membership via listserv and has received good information and suggestions. In the future, she plans to send out a membership survey.

Bette asked for volunteers for Ohio Council of Library and Information Services (OCLIS) and the Ohio Collaborative for Clear Health Communication. Mary Pat Harnegie has volunteered to serve on OCLIS. They will be meeting this summer, so Mary Pat will report back about this group at the fall meeting.

Lisa McCormick has volunteered to serve on the Ohio Collaborative Clear Communication. After attending that meeting, Bette has asked Lisa to survey Ohio librarians about their experiences in health literacy.

The meeting will be held next Thursday. The group plans to offer a workshop in the fall on health literacy and Lisa will get that information out in the OHSLA Voice.

Bette talked about participation in the Kent State Library Science Program Career Event – OSU Prior Health Sciences Library & Mount Carmel Health Sciences Library participated. Stephanie Schulte from OSU represented OHSLA and MC/MLA. Stevo stated that with both health science libraries represented students were given information about health science librarianship and the opportunity to participate in practicums.

Bette would like to have OHSLA included on the list for this event. Two OHSLA members were present at the Kent State University event and four OHSLA members attended the Columbus event.

Membership/Treasurer Report - Jodith Janes

Budget and Checking Account Reports. Jodith reviewed the reports. **Appendix A** She mentioned that there were extra pens from the fall meeting and they were distributed today to those who didn't get one in the fall.

Membership: Jodith apologized to those who didn't receive registration confirmation. The mail room had a delay and in the future, she will have things sent to her home address. Currently, we have 98 regular members and 2 student members. We have 2 new members this year.

If you know of someone in your area who is not a member, please forward the contact information to Jodith, so she can send out a membership form. Many people have not renewed. If you know of people in your area that are no longer active, please let Jodith know. Please consider joining the membership committee to represent your area of the state.

RAC (Regional Advisory Committee) Report - Michael McGraw

Mike gave a recap of how he came to be elected RAC representative, and attended the fall 2009 RAC meeting in Chicago. He had no news since his last report and said that he would attend the 2010 RAC meeting late in the year.

Archives Report - Catherine Collier

Catherine plans to complete the project of re-organization by the fall meeting. Please send her any archival materials: pamphlets, pictures, posters, etc. related to OHSLA for the archives.

Announcement of Election Results/Introduction of New Officers - Marlene Porter

Marlene thanked Carol Powell and Lisa McCormick for serving on the committee. She also thanked Bette for setting up the online voting, biographies and pictures of the candidates. See Report **Appendix B**

54 votes were cast

She thanked Stacy Gall for agreeing to run for president and Stephanie Schulte (61%) and Marie Barefoot (38.9%) for running for secretary. Stacy Gall is the president-elect and Stephanie will serve as secretary.

Past President Project – Marlene

Marlene's project involves the creation of a new procedure for reimbursement relating to signatures. **See Appendix C** for the policy and the payment request form.

Recognition of Current Executive Committee Members - Bette Sydelko

Bette thanked the following executive committee members for their service: Judith Janes, treasurer, Marlene Porter past president, Fern Cheek, secretary, Michael McGraw, RAC representative, Leslie Lindsey, editor, OHSLA Voice, Catherine Collier, archivist, Wendy Hess, listserv coordinator and Susan Wehmeyer, webmaster. Each member received a certificate commemorating their time of service.

GMR Update - Holly Burt

The Greater Midwest Regions is an outreach branch of NLM. The 5 year contract ends April 2011. They are re-applying for another 5 years. There are 8 regions in the network. Funding opportunities will restart May 1, 2010. There is an award for EFTS system if someone is not already a member, they should apply for the award. Website lists courses that are available. Member services include promotional materials. Exhibits are available for various regional and national meetings to promote the GMR.

Old Business

No old business

New Business

No new business

Adjournment

At 1:15p, the meeting was adjourned

Respectfully Submitted,
Fern Cheek, Secretary

Appendix A

Treasurer / Membership Report OHSLA Spring Meeting April 19, 2010

BUDGET REPORT

- Expenses posted: Scholarship for Mary Schleicher \$500.00; Executive Committee conference calls \$210.70; archival supplies for OHSLA anniversary display \$182.75; anniversary pens \$511.50; postage of renewal notices \$12.32; imaged items with statement fee \$10.50
- Credits: \$1405.00 (memberships) ; \$820 meeting registrations
- Checkbook balance as of 2/15/2010: \$6,865.63

MEMBERSHIP REPORT

- As of 3/15/10, OHSLA has 98 current regular members and 2 student members new members joined this year.
- 28 Renewal notices were sent to members in 07-08 who did not renew for 2009-2010, only 6 renewals were received.

2009-2010 Budget Report

EXPENSES

Meeting Expenses

Date	What	Amount
10/28	Anniversary pens	\$ 511.50

Postage

Date	What	Amount
7/17	stamps-renewal mailing	\$ 88.00
1/13	stamps-renewal mailing	\$ 12.32

Exec Comm Meetings

Date	What	Amount
9/18	Conf Call	\$ 107.94
1/13	Conf Call	\$ 102.76

Miscellaneous

Date	What	Amount
8/31	imaged items/w statement fee	\$ 3.50
10/30	imaged items/w statement fee	\$ 3.50
11/30	imaged items/w statement fee	\$ 3.50
1/29	imaged items/w statement fee	\$ 3.50

Archives

Date	What	Amount
18-Oct	Supplies	\$ 182.75

INCOME

Dues

Date	What	Amount
7/10	4 memb	\$ 60.00
8/7	1 memb	\$ 15.00
8/8	42 memb	\$ 630.00
8/18	6 memb	\$ 90.00
8/28	6 memb	\$ 90.00
9/5	3 memb	\$ 45.00
9/19	1 memb	\$ 15.00
9/26	2 memb	\$ 30.00
10/9	6 memb	\$ 90.00
11/5	5 memb	\$ 75.00
12/12	1 memb	\$ 15.00
12/15	2 memb	\$ 30.00
2/9	5 memb	\$ 75.00
3/1	2 memb	\$ 35.00
4/10	6 memb	\$ 80.00
4/15	2 memb	\$ 30.00
		\$ 1,405.00

Meeting Registration

Date	What	Amount
4/10	16 Spring Mtg	\$640.00
4/15	5 Spring Mtg	\$ 200.00

Miscellaneous

Date	What	Amount
11/5	Donation	\$ 5.00

EXPENSES	2009-2010	2009-2010	%
	Budget	Expended To Date	
Meeting Expenses 1	\$ 2,000.00	\$ 511.50	26%
Postage 2	\$ 100.00	\$ 90.32	90%
Printing/Photocopying 3	\$ 400.00	\$ -	0%
OCLIS Membership 4	\$ 25.00	\$ -	0%
Executive Comm Mtgs 5	\$ 500.00	\$ 210.70	42%
Miscellaneous 6	\$ 150.00	\$ 14.00	9%
Archives 7	\$ 150.00	\$ 182.75	122%
Web Hosting 8	\$ 175.00	\$ -	0%
Scholarship		\$ 500.00	
TOTAL	\$ 3,500.00	\$ 1,509.27	43%

INCOME	2009-2010	2009-2010	%
	Budget	Income To Date	
Carryover 9	\$ 6,134.90	\$ 6,134.90	100%
Dues 10	\$ 1,500.00	\$ 1,405.00	94%
Meeting Registration 11	\$ 2,800.00	\$ 840.00	0%
Miscellaneous	\$0.00	\$ -	0%
TOTAL	\$10,434.90	\$ 8,379.90	80%

1. Based on: Fall-35 attendees @ \$20 ea food + \$1300 program exp
2. reduced from \$200 to \$100 (email/listserv/web site rather than U.S. Mail)
3. Increased cost of meeting packets, printing, etc.
4. Same as 08-09 budget
5. Same as 08-09 budget
6. Moved \$175.00 web hosting cost to new specific category
7. Same as 08-09 budget
8. SWON Libraries web hosting \$175.00 annually
9. Checkbook balance as of 4/12/10 \$6865.63
10. 100 members @ \$15 each
11. Based on Spring - 35 attendees @ \$40 ea (no Fall mtng MW MLA)

Ohio Health Sciences Library Association
Nominating and Elections Committee
April 2010 Report
Marlene Porter, Chair

First, I want to thank Carol Powell and Lisa McCormick for volunteering to serve on the committee. It has been a pleasure working with them.

Second, I want to thank Bette Sydelko for creating the online ballot and uploading the pictures and biographies. I especially want to thank her for creating the biography and finding a picture for the president-elect candidate.

Third, I want to thank the ladies who agreed to run for the 2 positions: Stacy Gall for President-Elect. Maria Barefoot and Stephanie Schulte for Secretary.

Election results were as follows:

Number of votes cast	54
Necessary for election	Majority
Ms. Gall for President-Elect received	54 (100%)
Ms. Barefoot for Secretary received	21 (38.9%)
Ms. Schulte for Secretary received	33 (61.1%)

Maria thank you again for running. We welcome you to run again next year.

A reminder: Next year we will be seeking candidates for President-elect (an academic member) and treasurer.

Bill Payment Policy

Ohio Health Sciences Library Association

Approved by the Executive Committee (March 1 2010)



Authorized Expenses

Expenses itemized in the annual Budget as approved by the Executive Committee are authorized for payment. A majority vote of the Executive Committee is required to obtain authorization for payment of expenses not included in the annual Budget. In addition, a majority vote by the Executive Committee is required to obtain authorization for all scheduled or open payment accounts (e.g. monthly billing accounts, open-ended hotel/catering accounts).

Procedures

Request

A Payment Request Form must be completed for payment of a bill or reimbursement of an incurred expense. The Payment Request Form is submitted to the President. The following are required with submission of a Payment Request Form:

1. Description. This must include sufficient information for the President to determine if the expense is authorized and for the Treasurer to determine which account should be debited.
2. Total amount payable.
3. Payee.
4. Method of payment. This must include sufficient information for the Treasurer to determine how to make the payment (e.g. an address to which a check should be mailed, a web address for online payment, a telephone number for a hotel or airline).
5. Requestor name.
6. Requestor signature and date.
7. Documentation. This must include sufficient information to prove the total amount of the payment. Allowable documentation includes invoices, receipts, not-to-exceed estimates, and vendor quotes. In all cases, the President determines if documentation is sufficient.

Approval

The President determines if the expense is authorized or obtains authorization from the Executive Committee (see above). If the expense is not authorized, the President returns the Payment Request Form to the requestor with an explanation. If the expense is authorized, the President signs and dates the Payment Request Form and forwards the form and all documentation to the Treasurer for payment. To expedite payment, a copy of the signed form and documentation is sent to the Treasurer and original documents are sent via US mail.

Payment

The Treasurer makes all approved payments in a timely manner. The Treasurer pays bills from the Ohio Health Sciences Library Association accounts by check or credit card. In no case will cash be used for payments. The procedure for making payment follows:

1. Receive the copy of the Payment Request Form from President.
2. Verify that all required information is included. If necessary, contact the President and/or requestor to obtain required information.
3. Enter the payment in the Accounts Ledger. Assign the payment an Item number. Add the payment to the appropriate Expense Account. Deduct the payment from the checking or credit card account, as appropriate.
4. Write the date, Item number, and Expense Account number, and the amount paid on the copy of the Payment Request Form.
5. Make the payment.
 - a. Check: write the Item number and Expense Account number on the check; write the check number on the copy of the Payment Request Form; enter the check in the checkbook register.
 - b. Credit card: attach the payment confirmation receipt to the copy of the Payment Request Form; enter the payment in the credit card register.
6. File the copy of the Payment Request Form.
7. Receive the original Payment Request Form and documentation from the President. File with the copy of the Payment Request Form.



Payment Request Form

Description (This must include sufficient information for the President to determine if the expense is authorized and for the Treasurer to determine which account should be debited.)

Total Amount Payable: _____

Payee: _____

Method of Payment (This must include sufficient information for the Treasurer to determine how to make the payment. For example, an address to which a check should be mailed, a web address for online payment, a telephone number for a hotel or business.)

Requestor Name: _____

Requestor Signature: _____ Date: _____

Documentation must include sufficient information to prove the total amount of the payment. Allowable documentation includes invoices, receipts, not-to-exceed estimates, and vendor quotes. In all cases, the President determines if documentation is sufficient.



President's Signature: _____ Date: _____

Payment Date: _____ Item: _____ Account: _____

Method: _____