

**Hospital SAG Quarterly Meeting
Minutes – January 4, 2013**

TOPIC	DISCUSSION	ACTION TO BE TAKEN
Call to order	Michelle Burda called the meeting to order at 10:35 AM	
Attendees	Michelle Burda	
	Maura Sostack (Chair)	
	Rena Barger	
	Barbara Epstein	
	Helen-Ann Brown Epstein	
	Tami Hartzell	
	Claire Joseph	
	Priscilla Stephenson	
	Angela Thor	
Not Present	Barbara Henry, Joan Napolitano	
Agenda Topics		
<ul style="list-style-type: none"> Welcome & thank you 	Michelle	
Development of Business Class for Hospital Librarians		
<ul style="list-style-type: none"> Update from each sections developer 	<p>Module 1- Maura- Paradigm Shift highlights - librarian salary- value – worth- look at what you do-selective dissemination of information. Begin session with a quote. Paradigm shift we have to talk about money. Helen Ann commented-Service industry has business background Also discussion followed should we cost out resources & services</p> <p>Module 2- Tami- Business Plan with Joy Harriman -Purpose & benefit & needs of a business plan. Assignment & other things prior to session. Discussion of we all need a mission statement. Grp-Discussion - is there a difference between strategic plan & business plan?</p>	<p>Should we include cost out resources & services in Module 1? Add an Introductory remark- tailoring use of information in these sessions to your own environment, system, and culture</p> <p>Priscilla rec'd Joy's outline. Joy will take questions & follow-up with students after the class. Barbara &</p>

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	<p>Module 3 – Barbara E will now be doing this session solo. Negotiation - basic concepts of negotiation, principles, approach negotiation as a business transaction, focus on negotiation as an example- vendor. Pointers – few reading suggestions . Primarily lecture based. Opportunities for questions at the end.</p> <p>Module 4 - Claire & Helen-Ann- Proving your Worth & Adding to your Value This module brings everything together- Data from various value studies. Environmental scan of your institutions. Align mission statement with your institution's. Core values. Strategic plan – 3 yr. Examples – real life examples of how to make yourself indispensable & how to be visible. How to be the best you can be/ self - satisfaction. Closing – this will be a wrap up of all 4 sessions.</p> <p>Tami & Joan- promotion Tami asked if we will promote to other grps., consortiums etc.</p>	<p>Tami said Joy is very easy to work with.</p> <p>New title for this session: The Art of Negotiation (Michelle)</p> <p>Questions may be posed at the end</p> <p>We all will promote each other's sessions</p> <p>Renaë asked if we could talk about/promote the MAR regional licensing program. (Rob Mackes)</p> <p>Renaë will promote & we will all promote through our networks etc.</p>
<ul style="list-style-type: none"> • What do we call libraries & our patrons 	<p>Helen –Ann opened this discussion- what do we call & how do we refer to the people we assist.</p> <p>Claire should we do this for library? Discussed. Claire & Helen-Ann will do this in Module 4</p>	<p>Customer seems to be used by most</p> <p>Suggested a word cloud slide on this topic could be used in the introduction suggested use in Module 1</p>
<ul style="list-style-type: none"> • MLA CE/ Timeline 	<p>Priscilla- needs timeline for modules for MLA form. You only need to make it as detailed as you want. Activity needs to be built in. Sample of handouts, CV.</p> <p>Priscilla will check on MLA credits as a complete unit vs. individual units & how to get CE for listening to a recording</p>	<p>Priscilla will send everyone what she needs</p>

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	<p>Discussion of class times & dates.</p> <p>Registration: open date & for how long & how many & who can participate ?</p> <p>Session time: 1.5 hr. presentation / Q& A</p> <p>Barbara asked about asking for negotiation examples- does this count as an activity? At registration can you ask instructor's questions?</p> <p>We will record for our own use – not for public use at this time</p> <p>Is there money for repeating this class live /in-person? Should we do this at MLA National / UNYOC? MAC?</p>	<p>Fridays- Time 1:30- 3:00 May 31 – June 21</p> <p>Open registration until: May 15th 125 limit MAR region first</p> <p>Barbara & Tami will check with Joy about dates & 1.5 hr. of teaching time & Joy's fee & authorization of recording</p> <p>Check on registration if this can be done.</p> <p>Evaluate the class first & then determine if it should be repeated.</p>
<ul style="list-style-type: none"> • Official Class Title • Logo 	<p>Business of Hospital Librarianship Running Your Hospital Library Like a Business</p> <p>Helen-Ann asked about having a logo for the class</p>	<p>Members will vote on title</p> <p>All members are invited to send suggestions or designs to Michelle We will get a consensus of members for its use</p>
<ul style="list-style-type: none"> • Presentation slides 	<p>Michelle will choose theme & we will all use the same template</p>	<p>Michelle will send template to everyone</p>

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<ul style="list-style-type: none"> • Rehearsing /logistics 	<p>Michelle emailed members tips & ideas for presentation</p> <p>MAR will be hosting Adobe sessions. Michelle will practice with presenters. We can have a mock session run.</p>	<p>The following was sent to members: Tips for Power point makeover- Rick Altman (http://nmlm.gov/ntc/2012/12/17/2017/) Writing Objectives- using Bloom's Taxonomy for operational/behavioral terms</p>
<p>Other items:</p> <ul style="list-style-type: none"> • MAR website redesign Hospital Library section & MARSpace • NY/NJ Hurricane Summit and MAR disaster activities • Funding/Awards • Boost Box & classes 	<p>Michelle told members UNYOC is looking for a speaker at their fall meeting to speak on library closures. She asked for any ideas & then shared an idea of having a panel discussion & inviting hospital CEO, CIO, etc. of closed libraries as guests to discuss mgt. decisions for closing libraries.</p> <p>Michelle asked for volunteers for usability testing</p> <p>Rena spoke about this. Talked about the Nov. meeting with MAR disaster liaisons in Pgh. It was proposed at this meeting to have a NY/NJ Hurricane Summit Mar 28th Lunch with RML- MAR members will talk about their experience during Hurricane Sandy</p> <p>Rena discussed upcoming awards & timeline-new award: instruction award</p> <p>Michelle asked that everyone continue to promote these – upcoming: Mark Vrabel non-traditional librarian's role</p>	<p>Members to email Michelle with any other ideas or speaker names</p> <p>More info will be posted on MAR web site. Date of summit -April 8, 2013</p> <p>Deadline for award applications March 15, 2013</p> <p>Members will check MAR web site for information & updates</p>

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Final remarks about class	Michelle will share class outlines with group if instructors give her permission Priscilla will contact instructors with anything she needs	
Adjournment	Michelle Burda adjourned the meeting 12:25	
	Meeting minutes respectfully submitted by Michelle Burda 2/1/2013 Next Meeting – 1 st week of April	Doodle Poll will be sent to members by Michelle