

**HSLs Hospital SAG Quarterly Meeting  
Minutes – October 5, 2012**

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION TO BE TAKEN</b>
Call to order	Michelle Burda called the meeting to order at 11:05 AM	
Attendees	Michelle Burda	
	Maura Sostack	
	Renaë Barger	
	Barbara Epstein	
	Helen-Ann Brown Epstein	
	Tami Hartzell	
	Barbara Henry	
	Joan Napolitano	
	Priscilla Stephenson	
	Angela Thor	
Not Present	Claire Joseph , Barbara Henry, Barbara Epstein	
Agenda Topics		
<ul style="list-style-type: none"> <li>Welcome &amp; thank you:</li> </ul>	Michelle	
Development of Business Class for Librarians		
<ul style="list-style-type: none"> <li>Update from each section 's developer</li> </ul>	<p>Confirmed 4 - 1 hr. online Adobe Connect sessions</p> <p>Module 1 – Maura is working on the psychology of business</p> <p>Module 2 – Barbara Henry &amp; Tami Hartzell Business plan – to be presented by Joy Harriman. She has written a book on the subject - <b>Creating Your Library's Business Plan: a how-to-do-it manual</b> &amp; had presented this topic as a CE class at MLA a few years back.</p> <p>Module 3- licensing &amp; negotiating contracts- Michelle is working with Barbara Reich &amp; Rob Mackes to agree to do this.</p> <p>Module 4 – Helen- Ann &amp; Claire Joseph will get together after MLA Quad . This section will be address value of libraries, new directions etc.</p> <p>Renaë informed the group that monies have set aside from MAR to fund the MLA CE</p>	<p>Agreed</p> <p>Updates were given to the group.</p> <p>Module 2 may be developed into a more advanced or continuing ed. &amp; offered as a separate class later on</p>

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	fees & for a monetary stipend for those who are developing and teaching. The amount has not been determined.	
Time Line	<p>Priscilla sent all of us via email the 3 parts of our planning needs for MLA CE Application</p> <p>Title for Class, Title for each section, objectives, example of class exercises or activities, instructor background etc. will be due to Priscilla by Jan 2. with a one week grace period if needed.</p> <p>Michelle &amp; Priscilla will review.</p> <p>Once class is accepted by MLA for CE target date for beginning class will be possibly March</p> <p>Group asked that Michelle coordinate the presentations so that it looks cohesive and flows from one session to another</p> <p>Helen-Ann agreed to write the 150 word course description for MLA</p>	<p>Priscilla &amp; Michelle</p> <p>Michelle &amp; Helen-Ann will do this</p>
<ul style="list-style-type: none"> <li>• MLA CE</li> </ul>	<p>Priscilla and Barbara Henry will be responsible for submitting all the necessary forms and any requirements that we need to meet</p> <p>MAR will pay for the costs of the MLA CE fee</p>	<p>Priscilla &amp; Barbara H.</p> <p>Renae Barger</p>
<ul style="list-style-type: none"> <li>• MAR website redesign Hospital Library section</li> </ul>	<p>Michelle asked for any ideas for the hospital library section of the MAR website She showed the group the page in development.</p> <p>Here is a summary of the suggestions: It would be helpful to have resources and advice for new medical librarians or someone new to this particular type of library, such as a core collection development list of both free access and paid resources. A welcome page that may have the basics of getting started in a library , a type of mentoring page or a list of those who would be willing to be contacted as a mentor.</p> <p>Maura suggested “branding” our web pages. We should have our contact information on each page to make it easy for the user to find us &amp; see who we are on each page. They won’t have to look for the contact information.</p> <p>Website suggestions were sent to me after the meeting. One example: <a href="http://www.hospitalcompare.hhs.gov/?AspxAutoDetectCookieSupport=1">http://www.hospitalcompare.hhs.gov/?AspxAutoDetectCookieSupport=1</a></p> <p>Hospital LibGuide to be developed by Michelle</p>	<p>Michelle will look at incorporating these ideas on the page</p>

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<ul style="list-style-type: none"> <li>Suggestions for year 3 travel, exhibits</li> </ul>	<p>Come to Philadelphia more often  Weil -Cornel is hosting the NEGA meeting in April 12 &amp; 13<sup>th</sup>. This group is associated with AAMC. This might be a good opportunity. Also check out LIME.  NJ Hospital Association was another organization to look at.</p>	<p>Michelle will take this to MAR coordinators to discuss</p>
<ul style="list-style-type: none"> <li>Suggestions for how to get hospital librarians to apply for funding</li> </ul>	<p>The suggestion for a developing a list of core resources for hospital librarians might be a project to fund for the new roles of hospital librarians. Also it was suggested this would be a good project for a library &amp; their respective library student to apply for funding from MAR for this joint project.</p> <p>Helen- Ann suggested that the MLA chapters encourage their members to discuss ideas for research and then possible research projects that could be funded by MAR.</p>	
<ul style="list-style-type: none"> <li>Other Misc: Closed Libraries</li> <li>Recommendation for Disaster/ Emergency liaison from Central PA region</li> </ul>	<p>Michelle asked that members contact her if they know of any hospital libraries that close in their area.  Ask group for names of anyone from central PA that may be interested in participating in 2 day workshop &amp; information session in Pgh .</p>	<p>Replies received after meeting</p>
<ul style="list-style-type: none"> <li>Adjournment</li> </ul>	<p>Michelle Burda adjourned the meeting 12:15</p>	
	<p>Meeting minutes respectfully submitted by Michelle Burda Nov.1, 2012</p> <p>Next Meeting – Proposed Date: First 2 weeks of January</p>	