

CCML ANNUAL REPORTS 2008-2009

President: *Submitted by Lilian Hoffecker, CCML President 2008-2009*

CCML had another successful year, hosting four membership meetings, a couple MLA webcasts, and we took the lead this year in the organization of the annual Colleague Connection gathering. These events of 2008-2009 were well attended and well received, as they always are, making their planning seem effortless. Of course we all know they are possible only because the members put enormous time and thought behind the scenes. "Communication, cooperation, and collaboration," the CCML motto, describes us perfectly.

These meetings and programs are important tools for furthering the mission of CCML - advocacy of the profession, recruitment, networking, and professional development, for example - but in addition to more visible outcomes like these events, there's much else that our members contribute towards this mission.

The Internet Committee has maintained our webpage, our online "front door" and the face of CCML in this digital world. The Membership Committee helped recruit new librarians and paraprofessionals but at same time recognized several of our long-standing members with their profiles in Council Quotes, our online newsletter. Library Cooperation continues to guide us on issues related to interlibrary loan, the original and ultimate library collaboration. The Bylaws Committee fine-tuned the CCML bylaws allowing greater flexibility for membership qualification.

We've had challenges with the Education Committee but somehow we pulled together education programs for each of the membership meetings and managed, with the help of the Health Sciences Library, to offer two MLA continuing education webcasts. The Advocacy Committee is always busy speaking up on our behalf, and this year was instrumental in calling to attention the lapse in judgment of St Anthony Hospital administrators in replacing their medical librarian with non-librarian staff.

The Special Interest Groups – Consumer Health and Paraprofessionals – contribute to CCML's mission by bringing to light the valuable work done on behalf of patients and paraprofessionals. Finally, the editors of Council Quotes kept us informed about our organization and about the world of health sciences librarianship as a whole.

Congratulations to Lynne Fox, the 2009 recipient of the Marla Graber Award and thank you to the committee that recognized her. Only the best is bestowed this honor and many of us know that Lynne is the best.

Finally, this report is not complete without acknowledging the officers. President-Elect Shandra Protzko planned and organized the general membership meetings, the annual executive luncheon, not to mention hosting all of the Executive Committee business meetings. Treasurer Addie Fletcher kept our books, not just one year, but for the past two years, and... had a baby in the meantime. Secretary Sally MacGowan made careful notes for all meetings so that our minutes, the record of our organization, are impeccable.

It's been a privilege.

President-Elect: *Submitted by Shandra Protzko*

As President-Elect, I planned four Membership meetings (three general membership and the Annual meeting) and the Annual Executive Committee luncheon. Schedules and program details are listed below.

Event planning for the first three General Membership meetings included finding venues, working with the on-site hosts regarding the selection of speakers for the main programs and arrangements for refreshments, planning education programs, submitting meeting announcements to the CQ Editor, and sending thank-you notes to speakers with a complimentary \$50 Gift Card to the Tattered Cover Bookstore.

The upcoming April Annual meeting, will be held at the Work, Education and Lifelong Learning Simulation (WELLS) Center. Our host found a speaker and meeting place and catering is still being planned. Vendors were asked to make donations and invited to attend the meeting.

The annual Executive Committee Luncheon was held at The Black Pearl in Denver, which could accommodate a group of 20 for a private lunch meeting.

The meetings for 2008-2009 are as follows:

September 17, 2008, General Membership Meeting

Location: University of Northern Colorado, Greeley, Colorado, Michener Library, room 303

Host: Stephanie Wiegand, Librarian, Michener Library

Education Program: Felicia Gelsey from Thomson Reuters on *Critical Appraisal of Medical Literature (or Clinical Trials)*

Main Program: Ann Bentz, Special Assistant to the Dean for Curriculum and Student Services at the College of Natural and Health Sciences presented *Exercise, Cognition, and Work Productivity*

November 12, 2008, General Membership Meeting

Location: Rocky Vista University of Osteopathic Medicine, Parker, Colorado, seminar room 122

Host: Frank Ames, Librarian, Rocky Vista University

Education Program: Tour of Rocky Vista

Main Program: Dr. Stephen Putthoff, Associate Dean of Biomedical Sciences at Rocky Vista University presented *Forensic Medicine*

February 18, 2009, General Membership Meeting

Location: National Jewish Health, Denver, Colorado, Molly Blank Bldg, room J103

Host: Carol Miller, Technical Services Librarian, Tucker Medical Library

Education Program: Conference Roundup and new *delicious.com* account for CCML

Main Program: Michael D. Iseman, M.D., on *TB in the 21st Century: The Captain of All These Men of Death Rides Again*

March 12, 2009, Executive Committee Luncheon

Location: Black Pearl

April 15, 2009, Annual Meeting and Luncheon (planned)

Location: Work, Education and Lifelong Learning Simulation (WELLS) Center, Bioscience East Building – Fitzsimons Campus, Aurora, Colorado, Suite 180

Host: Lisa Traditi, Head of Education, Health Sciences Library, UCD Anschutz Medical Campus

Education Program: Tour of the WELLS Center

Main Program: Dr. Diane J. Skiba is Professor and Coordinator of Healthcare Informatics at the University of Colorado Denver. She will present *Health 2.0*

Treasurer: *Submitted by Adelaide Fletcher*

Currently, the Colorado Council of Medical Librarians (CCML) is a fiscally sound and stable organization, able to meet our financial obligations. The fiscal year of CCML ends on March 31, 2009. A year-end report will be posted to the web page and presented to the membership at the Annual Meeting on April 15, 2009. Lynda Lillwitz will continue the duties of Treasurer for 2009-2010.

Secretary: *Submitted by Sally MacGowan*

During the 2008-2009 year, the Secretary attended all meetings of the Colorado Council of Medical Libraries, including five Executive Committee Meetings and four Membership Meetings. She recorded the minutes for each of these meetings. The Executive Committee approved the minutes for the five meetings of the Executive Committee, and the Membership approved the minutes of the four Membership meetings. Copies of all minutes were put in the Secretary's manual and Membership Meeting Minutes were also uploaded to the CCML website (<http://www.ccmlnet.org>). Jerry Carlson, Librarian at the Medical Library of the Poudre Valley Health System, Ft. Collins, CO, will assume the duties of Secretary following the April 15, 2009, Annual Meeting.

Nominating Committee: *Submitted by Gene Gardner*

The Nominating Committee was composed Gene Gardner (chair), Carmen Ulrich, and Debbie Weaver. The Nominating Committee presented the following slate for officer elections in November 2007:

PRESIDENT: Stephanie Wiegand
SECRETARY: Jerry Carlson
TREASURER: Lynda Lillwitz (beginning a 2 year term)

All officers were elected at the November 2008 CCML business meeting and will begin their terms after the April 2009 Annual Meeting.

Internet Committee: *Submitted by Stephanie Wiegand*

- Web Updates - The Internet Committee continued to update the website as needed.
- Redesign of the Website – Preparation for the redesign of the website according to best practices in design for readability and usability (and cost of doing so) was investigated. This is an ongoing project.
- Member Scholarship – Determination of how to best create a usable bibliography of member - scholarship is being investigated. Although the Internet Committee started with an Microsoft Access, the Committee is now considering a Web 2.0 technology for easier sharing of this information. This is an ongoing project.
- Deb Miller, Health Sciences Library, will replace Stephanie Wiegand as Chair of the Internet Committee for 2009-2010. Please communicate your website needs to her and let her know if you currently make updates to the site.

Marla Graber Award Committee: *Submitted by Lisa Traditi*

Members: Lisa Traditi, Chair; Margaret Bandy, Sara Katsh
CCML Member Lynne Fox was selected to receive the 2009 Marla Graber Award for Excellence and Achievement. The award will be presented at the CCML Annual Meeting in April 2009. Lisa Traditi has agreed to serve as the 2008-2009 Committee Chair.

Tasks of the Committee:

- Met via email to review nominations and select awardee.
- Present choice to Executive Committee at March meeting/luncheon for a vote.
- Contact winner and then announce via CCML list.
- Submit article for April Council Quotes issue.
- Order paper weight. Create certificate. Request check from Treasurer.
- Submit committee's annual report to President.
- Present award at April meeting.

LIBRARY COOPERATION COMMITTEE *Submitted by Sara Katsh, Chair*

Committee Members: Margaret Bandy, Rosalind Dudden, Jim Honour (until June, 2008), Sharon Martin, Teresa Mullins (added in Feb, 2009), Jenny Stevens (added in June, 2008), Carmen Urich

Updated duties of the Library Cooperation Committee can be found at <http://ccmlnet.org/Committees/comm0809.htm>

The data collection phase of the 2007 interlibrary loan survey began in April, 2008. Libraries were instructed in how to download DOCLINE data. Data were sent to Jim Honour, who was to reprise his data entry/compilation role from the previous (2002) survey. Jim's new position at the University of Wyoming forced him to resign from the committee in June. The data compilation role was assumed by Sean Crow in May, 2008.

The committee decided to recruit a paraprofessional to fill Jim's position and offer the paraprofessional perspective, especially since ILL is often the province of the library tech. Jenny Stevens volunteered to join the committee in June, 2008. After the Feb, 2009 CCML Membership Meeting, Teresa Mullins also volunteered for the committee.

After Sean's work with the raw data was finished, Roz further refined the compilation into spreadsheets that are formatted to match the data from previous surveys. She also investigated adding OCLC data and determined that it was possible. The entire expanded committee, as well as Sean Crow, met on March 6, 2009. Roz provided the spreadsheets. We discussed various ways of looking at the data, speculated on reasons for ILL trends, and assigned sections of a report to be submitted to CCML. Following the meeting, Roz did further tweaking and added OCLC data. The committee plans to meet again on March 30.

In addition to work on the ILL survey, the committee continued in its role as advisor to CCML members on various ILL issues. The perennial topics that arose again this year included prefixing, using Listservs for ILL requests, rush requests, routing options, lender options, manual requests, routing table guidelines, and Loansome Doc. We will add some tips and links to the CCML web page under Interlibrary Loan Tips.

Bylaws Committee:

Consisted of Jerry Carlson, Chair, and Lynne Fox, who did most of the work. We are proposing several changes to the CCML Bylaws, developed through extensive e-mail discussions, to be voted upon at the Annual Meeting:

ARTICLE III. Members

Section 1. Membership Classes

B. Regular members shall be persons who currently work, have previously worked, or intend to work in health sciences librarianship or informatics in academic, hospital, public library, or corporate settings.

C. Associate members shall be any other persons with an interest in health sciences or informatics or in the association, its goals, and activities, e.g. Sales representatives of industry vendors.

G. When assignment of a new member to a category is unclear, the membership category shall be assigned by the membership committee chairperson in consultation with Executive Committee.

Rationale: Clarification of the membership categories was needed especially to reflect the diversity of organizations at which members work. Who makes the assignment of category to new members when there is a question of category also needed clarification.

Section 2. Rights and Privileges

* All members shall receive the Directory of Members, Council Quotes, announcements, and minutes of meetings.

Rationale: Just a minor clarification -- Council Quotes had not been mentioned previously.

ARTICLE IV. Membership Meetings

Section 4. Quorum

A quorum of twelve (12) voting members shall be required for the transaction of business. The Secretary will be responsible for determining the presence of a quorum. In the absence of a quorum, all business shall be tabled until a quorum is present; however, reports and announcements may be made for informational purposes.

Rationale: Several recent presidents asked that there be more information in the bylaws to guide them when a quorum is not met. This happens every few years at meetings held outside the metro area.

ARTICLE VII. Committees and Representatives

Section 2. Advocacy Committee

An Advocacy Committee, consisting of a chairperson and at least three (3) members, shall monitor and selectively address major issues affecting the members.

Section 3. Education Committee

An education committee, consisting of a chairperson and at least three (3) members, shall provide continuing education opportunities and information to association members.

Section 4. Internet Committee

An Internet committee, consisting of a chairperson and at least three (3) members, shall promote CCML through the development and maintenance of electronic communications, including a listserv and web site. A Journal Locator Coordinator, appointed by the President, shall serve as an ex-officio member.

Rationale: Reduce committee membership from 4 to 3 in size as a more realistic number of members.

ARTICLE VIII. Nominations and Elections

Section 1. Membership and Terms of Office of the Nominating Committee

B. Members of the nominating committee shall serve for two years, with two new members appointed annually.

Rationale: The change in size of the membership committee requires change in wording on members appointed annually.

Section 2. Nomination of Officers

Section 3. Elections

C. If additional candidates are nominated, or if a secret ballot is requested, the nominating committee shall prepare a ballot to be mailed distributed to the membership in January. A write-in vote for a qualified member, with no previous nomination, is legal.

Rationale: Change needed so we can distribute by email.