

Colorado Council of Medical Librarians
Annual Report
2012-2013

Summary

Submitted by Dana Abbey, President

It has been a challenging year for medical librarianship in Colorado with library closures, job losses and institutional mergers. But a beacon still shines bright in the form of the Colorado Council of Medical Librarians (CCML). As a membership organization, CCML continued to provide professional development opportunities, networking, advocacy and camaraderie – supporting our members during the fruitful and difficult times. CCML continues to evolve in its ability to communicate to a statewide audience. With membership up nearly 14% over last year, CCML officers explored ways to make executive meetings more accessible through web conferencing. An ad hoc committee was formed to investigate ways to preserve and make available CCML documents of historic significance. And, the organization’s web presence and behind the scene administration was transformed with a new member management software system. It was an honor to serve as your President, and I am grateful to the dedication and work of the Executive Committee. CCML welcomes the 2013-14 slate of Officers:

President - Melissa Kovac	Bylaws Committee – Deb Weaver
President-Elect – Merinda McLure	Colleague Connection - TBA
Secretary – Melissa DeSantis	Council Quotes Blog – Melissa Kovac
Treasurer – Teresa Mulluins	Discussion List – Jeff Kuntzman
Awards Committee – Lisa Traditi	Nominating Chair - TBA
Education Committee – Melissa DeSantis	Parliamentarian – Jerry Carlson
Fundraising Committee – Lynne Fox	
Internet Committee/Web Editor – Jeff Kuntzman	
Membership Committee – Laura Cullerton	

President-Elect Report

Submitted by Melissa Kovac

CCML held four meetings during the 2012-2013 business year:

1. The first meeting, held on Sept. 21, 2012, in the Event Hall of Colorado State University's Morgan Library, featured Tiffany Lipsey, assistant director of CSU's Human Performance Clinical Research Lab, as the education speaker. Main speaker Kathleen Woods, an informatics specialist at AORN, discussed nursing informatics and its history, influence on, and role in standardized terminology and electronic health records. After a short break, we reconvened for a business meeting.
2. At the second meeting, on Nov. 16, 2012, at National Jewish Health, CCML members presented information on their recent attendance at and participation in professional meetings and symposia. Our main speaker was Dr. Dennis Lewis, president and CEO of Dental Aid, a not-for-profit that provides dental care to low-income and uninsured Front Range residents. After a short break, we reconvened for a business meeting.
3. Our Feb. 13, 2013, meeting, held at the Health Sciences Library, included an education session on the Trip database led by Lynne Fox and a presentation by Regis University technical services librarian Janet Lee. Ms. Lee spoke of her involvement with the establishment of the Segenat Children and Youth Library in Mekelle, Ethiopia. After a short break, we reconvened for a business meeting.

4. There was no education program at our final meeting, which was at Rocky Vista University on April 19, 2013. The meeting began with a welcome from Rocky Vista's president, Cheryl D. Lovell. Dr. Lovell was followed by main speaker Debra Judy, policy director for the Colorado Consumer Health Initiative, who spoke about Colorado's health benefit exchange (newly renamed Connect for Health Colorado) and the ways consumers have participated and can continue to participate in its development, refinement, and establishment. After a short break, we reconvened for a business meeting.

Secretary Report

Submitted by Peggy Cruse

During the 2012-2013 year, the Secretary attended and recorded minutes for all Membership and Executive Committee meetings (except those noted below, for which a substitute recorded minutes).

Executive Committee:

January 26, 2012

March 22, 2012

August 23, 2012

October 25, 2012

January 24, 2013

March 28, 2013 (Shandra Protzko kindly took minutes in Peggy's absence)

The Executive Committee approved all minutes except those for March, 2013. These will be voted on at the next Executive Committee Meeting.

General Membership Meetings:

February 17, 2012

April 20, 2012

September 26, 2012

November 16, 2012

February 15, 2013 (Lisa Traditi kindly took minutes in Peggy's absence)

All approved minutes were posted to the CCML website except those for February, 2013. These will be voted on at the April membership meeting.

In addition to recording minutes on the website, print copies of all of the above minutes were added to the permanent Secretarial binder, to be handed over to the incoming Secretary at the April 19, 2013 Membership meeting.

Treasurer Report

Submitted by Erin Palazzolo

Currently, the Colorado Council of Medical Librarians (CCML) is a fiscally sound and stable organization, and is able to meet our financial obligations. This was our first year with our new fiscal calendar, beginning on July 1st and ending on June 30th. Our successful transition to Wild Apricot and PayPal have made paying member dues easier this year, as members are now able to pay either online or by mail.

Awards Committee Report

Submitted by Lisa Traditi, Chair

Members: Elaine Connell, Margaret Bandy, Sara Katsh

Awards:

Library Champion Award:

The Colorado Council of Medical Librarians (CCML) Library Champion Award is our organization's way of recognizing individuals who support our profession. A library champion is someone who has a record of promotion and support for medical libraries and librarians, seeing our role as an essential component of quality medical information resources and practices. The 2012 recipient of this award is Admiral Zachary Taylor, M.D, M.S., who continues to be a strong advocate of libraries, librarians, and access to information, illustrated by his promotion of evidence based health care practice, programming, and training. CCML was pleased to recognize his support of librarians and the role we play in today's health care arena.

Marla Graber Award:

CCML Member Jeff Kuntzman was selected to receive the 2013 Marla Graber Award for Excellence and Achievement. The award will be presented at the CCML Annual Meeting on April 19, 2013.

Tasks of the Committee:

1. Meet via email for all Committee business
2. Solicit nominations for Graber Award (January) and Library Champion Award (May) via email list and blog.
3. Review nominations and select awardee.
4. Present recommendations to Executive Committee via email.
5. Contact winners and then announce via CCML list.
6. Submit article for Council Quotes weblog.
7. Graber Award:
 - a. Contact Awardee
 - b. Order paper weight.
 - c. Create certificate.
 - d. Request check from Treasurer.
 - e. Present at Annual Meeting
8. Champion Award
 - a. Contact Awardee
9. Submit committee's annual report to President.

Bylaws Committee Report

Submitted by Shandra Protzko, Co-Chair

Members: Jerry Carlson, Co- Chair and Parliamentarian; Melissa DeSantis-Besfer

A bylaws change was proposed and voted in at the April 2013 Annual General Membership Meeting.

The Executive Committee would like to add language instituting a quorum for executive committee meetings. Currently, our bylaws only address a quorum for General Membership meetings. The proposed language:

A quorum of at least 50 percent of Executive Committee members shall be required for the transaction of business, including approval of minutes, treasurer's report, and the annual budget. In the absence of a quorum,

all business shall be tabled until a quorum is present; however, reports and announcements maybe made for informational purposes.

Education Committee Report

Submitted by Melissa Desantis-Besfer, Chair

Members: Merinda McLure, Marie St. Pierre, Michelle Wilde

The Education Committee presented an educational program at the September, November and February general meetings. At the September meeting Tiffany Lipsey, Assistant Director of the Colorado State University Human Performance Clinical Research Lab, will talked about the Lab's Heart Disease Prevention Program. At the November meeting, CCML librarians presented information they gained at a variety of professional meetings they had recently attended including MCMLA, APHA, SPARC, CAL, R2 and the Duke EBHC workshop. We also heard about work being done at NJH to create guidelines for societies. At the February meeting Lynne Fox gave an overview of the Trip database.

The Education Committee hosted a MLA webcast in March 2013. The topic was Partnering to Prevent Diagnostic Error. Twelve people attended the live event and nine people have asked to have the DVD routed to them.

The Education Committee investigated hosting an in-person CE class. The membership was polled for interest in a couple of different topics. There was no clear topic that was of more interest than another. The Committee continues to explore options to host a CE class after May 1, 2013.

Two CCML members received Professional Development Fund awards. Kristen DeSanto used her award to help defray costs of attending the MCMLA meeting in Kansas City in October 2012. Marie St Pierre used her award to fund attendance at the CE course "New Generation Tools for Advanced Biomedical Literature Study". Both award recipients wrote items for the CQ blog in order to receive their reimbursements.

Michelle Wilde joined the Committee in February 2012. We are looking forward to working with her.

Fundraising Committee Report

Submitted by Lynne Fox, Chair

Members: Dana Abbey, Margaret Bandy, Jerry Carlson, Peggy Cruse, Melissa Kovac, Chalene Olszonowicz, Erin Palazzolo, Shandra Protzko, Debra Taylor, Diane Tobin, Leslie Williams

CCML Fundraising Committee met on April 12 at the Mary Brewer Conference Room at the Russell Pavilion of St. Joseph's Hospital to develop a business plan for this newly formed entity. Discussion included reporting structure, vendor sponsorship, book sale, and volunteer training.

Internet Committee Report

Submitted by Jeff Kuntzman, Chair

Members: Peggy Cruse, Addie Fletcher, Vivienne Houghton

In summer 2012, the CCML Internet Committee initiated a 30 day trial of the Wild Apricot website software, which is tailored for nonprofit organizations. In the fall we made a proposal to Executive Committee of “duplicating” the CCML site in what had become our free, but limited functionality account with Wild Apricot. The proposal called for launching the new site in a paid, fully functional Wild Apricot site in early 2013. CCML approved the web site plan, in principle, at the Nov. 16, 2012 CCML Membership Meeting, while urging any decisions that might come up about details of the migration to be decided by CCML’s Executive Committee or leadership.

A “beta” version of the website was announced to membership in late December. The committee wishes to thank the new CCML student member, Vivienne Houghton, for many hours of her time in her design of the categories and navigation of the new site, as well as migrating a large chunk of our web content. In January, 2013 we migrated off of our old hosting service, moving the CCML domain name of www.ccmlnet.org to Wild Apricot. At that time we also worked with the Treasurer to establish a CCML Paypal account. In late February of 2013 and for the first time ever, CCML members started renewing their memberships online, making payments through Wild Apricot to our CCML Paypal account.

The new system should be easier for the organization to edit and maintain. Training of web site editors in the new system still remains to be done, but it is anticipated this can be easily achieved either through email or by phone. A login-protected, online directory of CCML members also still needs to be turned on at the site.

Internet Committee also worked to archive to multiple CDs the two previous iterations of the CCML web site, one dating from the late 90s up until 2011, and the other in production from early 2011 through 2012. The CD copies have been submitted to the CCML Archives.

The CCML discussion list stands at 122 members.

Library Cooperation Committee Report

Submitted by Sara Katsh, Chair

Members: Margaret Bandy, Peggy Cruse, Sharon Martin, Janet Nelson

Continued updating the Resource Sharing page on CCML website.

Continued to forward NLM DOCLINE news to the CCML discussion list throughout the year.

In the absence of other meaningful activity this year, we have been re-examining the necessity for the Committee. Previous functions of the Committee, which had alternately been a standing committee and a task force, included interlibrary loan surveys, both statistical and policy/procedure-related, interlibrary loan training, and dissemination of interlibrary loan information. The decision was made years ago to stop doing the surveys, and training goes through the Education Committee. The only remaining key function would be updating the Resource Sharing page on the website. There had also been discussion of absorbing the advocacy function previously the purview of the former Advocacy Committee, but no action was taken. In light of all of these considerations, at the March, 2013 Executive Committee meeting, it was decided to dissolve the Library Cooperation Committee, appoint a volunteer to keep the Resource Sharing page up to date, and transfer the advocacy function to the Executive Committee.

Membership Committee Report

Submitted by Debra Taylor, Chair

Members: Paul Blomquist, Database Coordinator; Laura Cullerton

Wild Apricot has made membership immensely easier to notify members of renewal time, but it may take another year before Members get the hang of using it. Also, we need to get their email and other addresses current.

Level	Total	Active	Renewal Overdue	Lapsed	New	Renewal	Level Change	New in Last	
								7 days	30 days
Regular Member	53	47				6		1	11
Renewal Member								1	5
Retired (Emeritus) Member	11	11							
Student Member									
Total	64	58				6		2	16

We have 125 registered, but 6 are failed addresses (don't know which yet) and 5 of the 119 are sending to the same person, just a different address.

From the 2012 membership, we do not have 14 members renewed; however, newly listed in 2013 membership that were not listed in 2012 are 7 members, at least two are Emeritus status. Several members in 2013 have renewed as Emeritus status that were Regular members in 2012.

Of the 14 members not renewed from 2012, most are not listed in the listserv and the committee is sending emails to see if their email addresses are current.

Nominating Committee Report

Submitted by Deb Weaver, Chair

Members: Brian Schwartz, Lilian Hoffecker, Marie St. Pierre

The Nominating Committee identified and successfully recruited three individuals for the offices of President-Elect, Secretary, and Treasurer for the 2013-2014 term. The candidates were elected at the November 2012 General Membership meeting.

The newly elected officers are:

- President-Elect: Merinda McLure, Associate Professor / Applied Human Sciences Librarian, Colorado State University Libraries, Colorado State University,
- Secretary: Melissa De Santis-Besfer, Deputy Director, Health Sciences Library, University of Colorado Anschutz Medical Campus
- Treasurer: Teresa Mullins, Medical Librarian, Truven Health Analytics