

CCML Annual Report, 2013-2014

Submitted by Melissa Kovac, President

Summary

Submitted by Melissa Kovac, president

Over the past year, the Colorado Council of Medical Librarians has enjoyed success both in preserving its past and securing its future. Firstly, those involved in digitizing the CCML archives have made headway. Issues of Council Quotes are now available at the Digital Collections of Colorado, thanks in part to the work of a University of Denver MLIS practicum student. All paper archives will be shipped to the University of Colorado Health Sciences Library and stored in PASCAL. CCML thanks Margaret Bandy and the St. Joseph's library for hosting the archives for so long.

CCML's executive committee worked in other ways to guarantee the council's future, taking steps to reduce spending and align future spending more closely with the CCML budget. For example, we reduced the budget for meeting refreshments and now, when possible, purchase meeting refreshments ourselves rather than purchase them at a greater cost through the hosting facility's vendor. The fundraising committee, which became inactive this year as a result of the planning required for MLA's Quint chapter meeting in Denver, may be able to help with funding if it is, as hoped, re-established after the meeting in October.

Finally, I would personally like to thank Lilian Hoffecker and Laura Cullerton for stepping in as nominating committee chair and president-elect, respectively, when those who have historically taken or were originally slated for those positions were unable to assume them. It is members such as these who will allow the Colorado Council of Medical Librarians to continue and grow in the future.

President-elect

Submitted by Laura Cullerton

The first meeting was Wednesday, September 25, at the University of Colorado Health Science Library. Hollie K. Caldwell, PhD(c), MSN, RN, the associate dean for the School of Nursing at Platt College, spoke on the topic of elder abuse.

The second meeting was Friday, November 15, at Rocky Vista University with guest speaker Terry Chase, MA, ND, RN. Dr. Cruse, the patient & family education coordinator at Craig Hospital, presented "Multiple Intelligences: 8 Styles of Learning" and described how they are used in facilitating classes and developing written materials, videos, and other resources for nursing and health care professionals to utilize in their patient care and teaching.

The third meeting was on Friday, February 14, at Regis University. The speaker was Ellen Naylor from the Association of Independent Information Professionals. Ms. Graves presented "Confessions of a Baby Boomer: The Challenges & Opportunities of a Career Transition from Competitive Intelligence to Health Coaching." She explained competitive intelligence and describes ways in which it translates into being a better health coach. She also talked about her certification as a health coach.

The fourth meeting was on Friday, April 18, at National Jewish Health. Biofeedback therapist Jessica Graves discussed the basics and history of biofeedback and identified conditions that are receptive to biofeedback treatment. Ms. Graves is working with National Jewish physician Fred Wamboldt on a study of biofeedback as an alternative to or adjunct treatment or complementary therapy for the treatment of asthma. Dr. Wamboldt described the study, detailed the typical treatment protocol for asthma, and explained how and why biofeedback might be effective in treating asthma.

Secretary

Submitted by Melissa De Santis

During the 2013-2014 year, the Secretary attended and recorded minutes for all general membership and Executive Committee meetings:

General Membership Meetings:

September 25, 2013
November 15, 2013
February 14, 2014
April 18, 2014

Executive Committee Meetings:

August 15, 2013
October 15, 2013
January 9, 2014
March 13, 2014

Approved minutes for both the General Membership and Executive Committee meetings have been posted on the CCML website.

Hard copies of the minutes will be placed in the secretarial binder and handed over to the incoming secretary at the April 18, 2014 General Membership meeting.

The incoming secretary will be Heidi Zuniga.

Bylaws Committee

Submitted by Jerry Carlson

There was no activity this year and no changes to the bylaws.

Education Committee

Submitted by Melissa De Santis, Chair

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

The Education Committee presented an educational program at the November and February general meetings. At the November meeting, CCML librarians presented information they gained at a variety of professional meetings they had recently attended including MCMLA, Internet Librarian, AAHSL Leadership Fellows Program, Institute of EBP for Medical Librarians and a Teaching with Technology class. At the February meeting Kristen DeSanto gave an overview of the Woods Hole Biomedical Informatics course including tips for applying.

The Education Committee hosted a four MLA webcasts. They were:

- Design (Sept 25, 2013) – 9 watched live, 2 viewed recording
- Assessment (Oct 2, 2013) – 6 watched live, 4 viewed the recording

- Influence (Nov 6, 2013) – 8 watched live, 4 viewed recording
- Research (Dec 11, 2013) – 6 watched live, 6 viewed recording

The Education Committee hosted a live viewing of the MLA webcast on systematic reviews on April 16. There are currently seven members that have requested to view the DVD because they cannot attend the live event.

The most exciting project the Education Committee worked on this past year was hosting an online CE class. In April 2013 the Education Committee surveyed the membership to see what educational topics they were most interested in and if there was a preference for online or in-person CE courses. The membership was split on preference for online or in-person CE courses. The committee was very interested in having Michelle Kraft teaching her CE course “The Evolving Librarian” but travel costs were higher than the budget could accommodate. So the committee figured out a low cost way to have Michelle Kraft teach her CE course online. We used webhosting software and conference calling from CSU. We had nine attendees, two of which were not CCML members.

The Professional Development Fund was advertised to the membership but no one applied until the very end of the year. At that time the Education Committee did not have any funds available due to the large number of MLA webcasts subscribed to earlier in the year.

Internet Committee

Submitted by Jeff Kuntzman, Chair

Members: Laura Cullerton, Peggy Cruse, Vivienne Houghton, Marie St. Pierre, Debra Taylor

In 2013 the CCML Internet Committee continued to focus on learning to use and administer our new membership management and website software, which is hosted through Wild Apricot. We met in July to brainstorm some ideas for the new site. We also looked at how permissions work in Wild Apricot, and what permissions should be given to specific CCML officers and committee members. It was suggested we create a new Photos section on the site. This is now added, under the Membership menu. In conjunction with Executive Committee, we also decided to start putting Executive Committee meeting minutes into the site.

In November the Internet and Membership Committees held a joint meeting to look at how the automatic annual renewal process would work. Wild Apricot sends automatic emails to members on a schedule we can modify, and includes an option for members to renew using online credit card payment. In early 2014 the annual renewal process was launched. It was mostly successful but we had a few minor issues. For example, some members received notifications they still needed to renew when they had already renewed. Only after the membership renewal, and after consultation with Wild Apricot support did we figure out all of the ways the system behaves when setting a single annual renewal date. This year the process was not perfect, but we hope we learned enough to smooth out next year’s renewal process.

In April 2014, Wild Apricot announced it would be launching a process in May to upgrade all customers to the new Version 5 of their software. The Internet Chair will learn about the enhancements and communicate some of this information to next year’s committee.

The duties of the Internet Committee chair position were revised and posted, as the duties had changed somewhat with the organization’s 2013 move to the new web hosting service.

The CCML discussion list’s subscriber membership stands at 121 members. The discussion list remains separate from Wild Apricot and is currently hosted by the University of Colorado.

Membership Committee

Submitted by Ben Harnke, Chair

While Wild Apricot has streamlined the membership renewal process it is not without a few glitches. When people renew their membership prior to the expiration date we have to go in and manually update their membership.

Level	Total	Active	Renewal Overdue	Lapsed		Pending
					New	Renewal
Regular Member	67	51	14	14	2	
Renewal Member						
Retired (Emeritus) Member	13	13	1	1		
Student Member	1	1	1	1		
Total	81	65	16	16	2	

As of 4/30/2014 we have 65 active members, meaning 65 have paid their dues for 2014-2015 cycle. 14 memberships have lapsed, meaning they have not renewed. Two new members joined in the last fiscal cycle.

The committee will do follow-up with the 14 lapsed members to make sure emails are current and that they want to continue participation in CCML.

Nominating Committee

Submitted by Lilian Hoffecker, Chair

Members: Marie St. Pierre, Brian Schwartz

The Nominating Committee identified Marie St Pierre and Heidi Zuniga candidates for the offices of president-elect and secretary, respectively, for the 2014-2015 term. They were both elected to their offices by the CCML membership in November 2013. Marie works as the electronic and access librarian in the Clinical and Research Library at the Children’s Hospital of Colorado. Heidi is the electronic resources librarian at the Health Sciences Library of the University of Colorado.