

**Biomedical and Life Sciences Division**  
**Special Libraries Association**  
**Executive Board Meeting**  
**Saturday, June 10, 2006**  
**6:00 –9:00 PM**  
**J. Paul's Restaurant, 301 Light St. Baltimore, MD**

The division would like to thank **Merck Research Laboratories** for sponsoring this dinner.

Attending: Laura Osegueda (Chair), Janet Cooper-Weiss (Chair Elect), Peggy Jones (Past Chair), Eleanor MacLean (Treasurer), Barry Brown (Director), Jason Price (Secretary), Nancy Dickensen (Med. Sect. Chair Elect), Susan Kendall (Biofeedback), Barbara Hedges (Awards), John Tebo (Baltimore Program), Irene Laursen (Membership), Ruth Gustafson (Nominations & Elections & Nat. Hist. Caucus, Claudia Lascar (Public Relations), Diane Schmidt (Vendor Relations), Louise Worthington Rodgers (ASIST Liaison), Jean Crampon (IAMSLIC Liaison), Michele Tennant (MLA Liaison)

**I. Call to order** Laura Osegueda 6:20 PM

**II. Approval of Minutes of Outgoing Board Meeting 4 June 2005 Toronto**

- Move to approve: Eleanor MacClean      Second: Claudia Lascar

**III. Approval of Minutes of Incoming Board Meeting, 8 June 2005 Toronto**

- Move to approve: John Tebo      Second: Diane Schmidt

**IV. Treasurer's Report—Eleanor MacLean**

- As of May 2006, the division had received incoming funds of \$20,313 and had spent \$7204. Our total assets were \$68,351.25 with \$16,083 in the reserve fund. We are expecting more than \$30,000 in Baltimore Conference expenses and had raised more than \$18,000 for conference expenses.
- Ms. MacClean reminded us that every committee has an annual base budget of \$100, and that there are 3 separate forms available from the division website for reimbursement: the committee expense form, the check request and payment form (for third party reimbursement), and the travel expense form (for Chair, Chair Elect, and/or Program Chair). <http://units.sla.org/division/dbio/forms/reimburse.html>
- The funds remaining (\$3047) from an SLA endowment that funded the Systems Thinking Project have been returned to SLA headquarters.

**V. Appointed Positions Reports**

Biofeedback Editors--Susan Kendall and Buzz Haughton

- Despite increased price for advertisement, there has been increased interest from vendors: \$6000 were raised this year from advertisements.
- Buzz is now doing layout for each issue, which has been a big help. Please, Please, Please, send submissions in on time (**especially the secretary**).
- The editors have experienced some difficulty converting high quality graphics files sent by publishers. They need to convert ads to JPEGs and often have difficulty doing so. It was suggested that if new software and training would help, the division would almost certainly be able to provide funding.

**VI. Committee Reports**

- A. Awards Committee--Barbara Hedges
- Distinguished Member has been selected
  - A Sewell awardee was not selected this year. The committee will seek an awardee for 2007.
  - This committee needs a new chair. Volunteers should contact Barbara or Janet Weiss.
- B. Contributed Papers Committee--Todd Hannon
- No report at this time. Jonathan Nabe will chair for Denver 2007.
- C. Fund Development Committee--Janet Weiss
- The committee recruited 24 sponsors with a total pledge amount of \$18,300. Thanks were expressed to all who helped with this major effort.

- Estimated 2006 Baltimore Conference expense is \$30,000.
  - The committee will continue to fundraise through December for Denver 2007.
- D. Governing Documents Committee--Peggy Jones
- Nothing to report
- E. Membership Committee--Irene Laursen
- The biomedical and life sciences division is the fifth largest division of SLA. As of 2/1/2006, we had 796 members including 214 in the Medical section and 46 in the Natural History Caucus.
  - Letters of welcome were sent to new members starting in March of 2006
  - A New-comers lunch was added this year in cooperation with other science divisions.
  - Irene is seeking two more committee members.
- F. Nominations and Elections Committee--Ruth Gustafson
- The new calendar year schedule for the Call for nominations is April–May
  - Current candidates:
    - Chair Elect: John Tebo, Head of Chemistry Biology Library, Univ. of Cincinnati
    - Treasurer: Deanna Johnson, Reference Librarian, Health Sciences Library Univ. of California, Davis
  - An announcement will go out to e-mail discussion list with candidate biographies
  - Elections will be held electronically in September 2006
  - Some have commented that they don't see the need to vote when the majority of offices have only one candidate. Every effort will be made to have at least 2 candidates for each elected position for the 2007 slate.
- G. Vendor Relations Committee – Diane Schmidt
- Four vendors were secured for vendor relations breakfast.
  - Two committee members have been added for 2007 (for a total of 3). One additional member is still needed.
- H. Baltimore 2006 Program Committee—John Tebo
- Pre-conference: 18 attended morning, 9 in the afternoon, thanks to Michelle Tenant for teaching these sessions. The division received a grant from NNLM (MJ Tooey at MLA) to pay for the Univ. of Maryland classroom charge, discussion ensued about how to thank them. Although a monetary gift was considered, it was agreed a letter of thanks and addition to our sponsor lists would be sufficient. ACTION: Who to send letter? Was NNLM added to Biofeedback Sponsor listing?
  - Hearty thanks were expressed to the committee, and especially to John who wasn't recruited until the Toronto Conference and therefore had 6 months less lead time than usual.

## VII. **Medical Section Report**—Bonnie Stephenson

- The section website is up on SLA site and is linked from the Division homepage.
- The section is working on recruiting new members.
- Baltimore Field Trips: The National Library of Medicine trip sold out and the Aquarium Tour has 22 tickets purchased; the section will pay for 29.
- ACTION: Laura Osegueda will raise lack of SLA fieldtrip registration support at Division Cabinet

## VIII. **Old Business**

- A. **Change in Association year**—Terms for committees and elected positions will continue until the end of December 2006. We will have our election in the Fall of 2006 and make committee appointments and re-appointments at that time. For those whose terms extend beyond 2006, please plan to serve through the end of the calendar year for your term.
- B. **Brief discussion of survey report**, next steps for Division, etc.—Peggy Jones and Laura Osegueda
- Thanks to Ruth for running online Survey and members of committee Rita Hadar, Janet Weiss, Irene Laursen, Lorri Zipperer
  - In general, members want to receive increased communication from the division.

- It was noted that dissent expressed through the request for a Medical division came largely from outside the Biomedical and Life Sciences division. It was suggested that the discussion of how to more effectively market the Medical Section outside the Division take place at the Wednesday open board meeting. **This discussion was not held, should it be added to a between conference discussion ?**
- The division's 75<sup>th</sup> anniversary is in 2010. A planning committee chair for the celebration and events will be appointed in 2007.

## **IX New Business**

### **A. Format of minutes—Laura Osegueda and Jason Price**

- It was agreed that the minutes must include:
  - parliamentary information (moves & seconds)
  - pros and cons of any discussion
  - any resolutions or decisions made
- An action item focus and bullet format is acceptable as long as all content is expressed in full sentences.

**Secretary's note:** The remaining three items were on the agenda for the evening, but were deferred until the open board meeting due to time and volume constraints (the private room at J.Paul's lacked privacy).

- B. Role(s) and duties of the Elected officers, specifically Chair-Elect, Chair and Past Chair—Janet Weiss and Laura Osegueda**
- C. Strategic Planning of the Division—Laura Osegueda** Role of director? Based on the feedback from the survey, is it time to do some strategic planning again? Discuss some target areas as a group.
- D. Recruiting and getting new members involved in Division—Laura Osegueda, Irene Laursen,** Involvement of new members on committees, posting to discussion list, contributing to Biofeedback, etc.

8:45 pm Motion to suspend meeting until Wednesday Open board meeting: Eleanor MacLean; Second: Barbara Hedges.