

**Health Libraries of Eastern Oklahoma (HeLEO)  
Fall 2002 Meeting  
October 24, 2002**

**Hillcrest Medical Center  
Helmerich Conference Center, Classroom C  
Tulsa, Oklahoma**

**Minutes**

In Attendance: Walee Chotikanavic, Peggy Cook, James Donovan, Marilyn Hammon, Elaine Johnston, Melissa Kash-Holley, Dave Money, Beth Treaster, Veronica Stewart, Lynn Yeager

The meeting was hosted by Peggy Cook of the Hillcrest Medical Center Library and held in the Helmerich Conference Center. President James Donovan called the meeting to order at 10:00 a.m. Peggy introduced the guest speaker, Nick Gould, a counselor at Hillcrest's Employee Assistance Program. Nick conducted a brief discussion about how to deal with difficult people.

Walee Chotikanavic gave the nominating committee report and announced Peggy's acceptance of nomination for committee chair and Melissa Kash-Holley's acceptance of nomination for secretary. The members voted in favor of Peggy for chair and Melissa for secretary.

The group reviewed the minutes of the previous meeting. Walee asked to revise the spelling of her name and Elaine Johnston noted that the time and place of the meeting should be included in the minutes. Melissa will make corrections to the minutes.

Beth Treaster suggested activities for the HeLEO Christmas Party. The group agreed that members and their families would be invited. Guests are to bring snacks and a teddy bear. James suggested either December 12<sup>th</sup> or 19<sup>th</sup> as possible dates for the party. Elaine will check to see whether a room at her institution will be available those dates.

The logo design for HeLEO was revisited. Dave Money reported that he had tried out a logo, but that he was not satisfied with it. Walee stated a logo/official letterhead was necessary in order to be recognized as an official organization by AHIP and for applying for grants. The group decided that each member would come up with a design or two and present them at the next meeting.

The members discussed the HeLEO directory. Beth suggested inputting the data from each library into an Access database and making it available on a web site. Several members suggested that the directory be made available in print initially and then converted to HTML. Beth will create a sample record using her institution and present it to the members as an example of how the Access database would function and look.

The issue of non-profit status was revisited. The members had voted to collect dues at a previous meeting. James is currently working on how to obtain non-profit status, which has to be obtained before dues can be collected. Members of the group reiterated that collecting dues money would enable us to have guest speakers, pay for printing costs, and for other needs the group might have in the future. Walee suggested James contact members of the GOAL consortium to find out more about obtaining non-profit status.

James asked for volunteers to host future HeLEO meetings. Beth volunteered to host the January 2003 meeting at Saint Francis. James offered to host the April 2003 meeting at St. John.

James mentioned hosting the OSHLA meeting in Tulsa next spring. He also suggested that Tulsa host the SCC/MLA meeting in 2007 stating that it would be a good year because it is the centennial of Oklahoma's statehood. Elaine suggested we do not decide right away so that members could think more about it.

Arrangements were made for attending the OSHLA meeting in Enid next week. Dave announced that the Osteopathic Literature Database is now available and that he will be giving a lecture about it at the OSHLA meeting.

Walee asked the group if any member libraries were having problems with EFTS billing since it was transferred to the University of Connecticut. She will report any problems noted to the EFTS Committee.

Beth suggested that all Tulsa libraries use only ARIEL for sending and receiving documents in place of using the courier. It was decided that not all libraries had the manpower or equipment to do that just yet and to continue using the courier in addition to ARIEL.

The meeting was adjourned at 12:00 p.m.