

**Health Libraries of Eastern Oklahoma (HeLEO)
Spring 2003 Meeting
April 25, 2003**

**St. John Medical System
Tulsa, Oklahoma**

Minutes

In Attendance:

Peggy Cook, Hillcrest Health Care System
James Donovan, St. John Medical Center
Junie Janzen, University of Oklahoma Health Sciences Center
Elaine Johnston, University of Oklahoma Health Sciences Center
Melissa Kash-Holley, Tulsa Regional Medical Center
Sandra Martin, Northwestern State University, Tahlequah Campus
Dave Money, Oklahoma State University Center for Health Sciences
Beth Treaster, Saint Francis Health System
Veronica Stewart, Saint Francis Health System
Lynn Yeager, University of Oklahoma Health Sciences Center

James Donovan, of the St. John Medical System Library, hosted the meeting. President, Elaine Johnston called the meeting to order at 3:25 p.m. The minutes of the previous meeting were reviewed and approved as read.

Peggy announced that the part time library assistant position at the Hillcrest Library is open. Elaine announced a possible opening for technical assistant at OUHSC. James announced that he has a new library assistant, James Christjohn.

OLD BUSINESS:

HeLEO Logo

Six different logos were presented and discussed. The members selected a design by vote. The chosen design has a sunflower and the HeLEO acronym with the full name spelled out underneath in smaller letters. (See attached) Melissa will offer several choices for font and color by email next week for members to review.

Non-Profit Status

James will fill out tax exemption forms and discuss them with Junie next week. Peggy will talk with her attorney about tax-exempt status. Beth will determine if tax-exempt status is needed in order to apply for NLM grants. Discussion was made about whether dues are necessary. Beth suggested having a vendor, such as Ovid, sponsor continuing education or guest speakers. Elaine suggested collecting money from each institution for continuing education like it is done for regional meetings.

HeLEO Directory of Resources

Beth will ask her volunteer to design a form based on the questionnaire. She will email it to the members for review and feedback about the design and content of the form. Two institutions will fill out the form. The two completed forms will be given to Sharon at OU to test on the web.

ARIEL Grant:

The members agreed that HeLEO should continue to pursue the grant. More information needs to be obtained about the application process before we begin. Elaine proposed that HeLEO use the GOAL consortium's ARIEL grant proposal as a model for HeLEO. Tax-exempt status may be an issue when applying for NLM grants.

NEW BUSINESS:

Christmas Party:

The Christmas party will not be held at OUHSC this year because there will be a fee to use the room. Peggy offered the use of a large classroom at Hillcrest. She has tentatively booked the room for December 11th from 5 p.m. to 8 p.m. This time span includes set up and clean up.

October Meeting:

James proposed that the next meeting be held at Northeastern State University, Tulsa. Tentative dates, October 30th and October 16th, were proposed. Sandra will report to the members about whether having the next meeting at her institution is possible or not.

The meeting adjourned at 4:35 p.m.