

**Health Libraries of Eastern Oklahoma (HeLEO)
Fall 2003 Meeting
October 30, 2003**

**Northeastern State University
Broken Arrow, Oklahoma**

Minutes

In Attendance:

Peggy Cook, Hillcrest Medical Center
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, Northeastern 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
Glenda Stubbs, Muskogee Health Center
Lynn Yeager, University of Oklahoma Health Sciences Center

Sandra Martin of the John Vaughan Library at Northeastern State University, Tahlequah, hosted the meeting. President, Elaine Johnston called the meeting to order at 2:40 p.m. The minutes of the previous meeting were reviewed and approved as read.

Introductions and announcements were made. Elaine announced that ground breaking is underway for the new OU clinic. Sandra announced that Ariel is in place at the John Vaughan Library and they may soon participate in DOCLINE. Peggy announced her plans for a new circulation desk for the Hillcrest library and the opening of the new Peggy V. Helmerich Women's Health Center. Beth announced the Saint Francis library now has automated circulation. Dave announced there is a new CEO at OSUCHS and the position of associate director of the medical library is open.

OLD BUSINESS:

HeLEO Logo

Melissa presented the group with color choices for the HeLEO logo (via email prior to the meeting). Color choices for the logo (sunflower) were yellow, chartreuse, brown, burnt sienna, and orange. A choice of brown or black lettering was offered. The group agreed to vote via email. Melissa will send a reminder email with an attached word document showing the choices. Each institution will reply to Melissa with one vote.

Non-Profit Status

Junie Janzen stated that it is not necessary for HeLEO to apply for tax-exempt status at the federal level because we will not have an income of over \$7,000. She explained that we need

an EIN (Employer Identification Number) and state tax-exempt status. The EIN is a federal number and is free. The application for state tax-exempt status requires a fee of \$25.00. James stated that he had already applied for state tax-exempt status and had received a letter of determination. James will forward a copy of the letter to Melissa for inclusion in the minutes.

Elaine reiterated that dues had been set for \$50.00. Invoices will be generated using the new letterhead and be submitted to each institution at the next meeting. Melissa will set up a bank account for deposition of dues similar to the account for OHSLA.

HeLEO Directory of Resources

Beth distributed screen captures of the access database form for the group to view. The form will be converted to html format and mounted on the OU website. HeLEO members agreed to place the database on the OU website under "useful links." Traffic to this page is low and there is a minimal chance that anyone would make inappropriate use of the information contained in the database. A blind link was discussed in the case of security problems. Those submitting information also have the option of not including sensitive information.

ARIEL Grant:

HeLEO applied as a consortium for the Ariel® Project for DOCLINE Libraries in July. Muskogee Regional Medical Center, Saint Francis Health System, St. John Medical Center, and Tulsa Regional Medical Center sent a joint application for the project. St. John Medical Center and Tulsa Regional Medical Center were awarded and have received the equipment and software for the project, which begins on November 1, 2003. Saint Francis was not approved for the project because the equipment they are currently using is equivalent to that provided in the project. Muskogee Regional Medical Center was not approved for the Ariel project because information services at that institution would not agree to dedicate a permanent IP address for the Ariel PC and because of firewall issues. Re Mishra, the Ariel project coordinator, attempted to explain that the Ariel system requires a dedicated IP address and that there are ways to circumvent the firewall, but information services would not comply. Glenda said that she would apply again next year. In the case of similar problems, it was suggested that the information services staff might be more receptive if they spoke with a man. Perhaps someone like Greg Bodin, Technology Coordinator, NNLM/SCR. The application and accompanying materials are in the minutes and available to anyone who wishes to view them.

Christmas Party:

Peggy at Hillcrest Healthcare System will host the potluck Christmas party on December 5, 2003 from 5:30 to 8:00 p.m. Members are encouraged to bring a plush toy to be donated to the Justice Center. Peggy would like suggestions on games/activities to have at the party.

SCC/MLA Meeting

Members voted to extend an invitation to SCC/MLA to hold its 2009 conference in Tulsa. A letter written on our new letterhead will be sent to the SCC executive board in the near future.

NEW BUSINESS:

New Officers

Past president, James Donovan will select a nominating committee to propose officers for 2004. Members will vote by email this week.

January Meeting:

Beth Treaster will host the February meeting at Saint Francis. Beth inquired about interest in having Re Mishra of the NN/LM SCR come to teach Advanced PubMed in January.

The meeting adjourned at 4:15 p.m.

Melissa Kash-Holley, Secretary/Treasurer