

**Health Libraries of Eastern Oklahoma (HeLEO)
Fall 2004 Meeting – November 11, 2004**

**Oklahoma University, Tulsa, OK
Minutes**

In Attendance:

Peggy Cook, Hillcrest Medical Center
James Donovan, St John Medical Center
Beth Anne Freeman, Oklahoma State University - Tulsa
Junie Janzen, University of Oklahoma - Tulsa
Elaine Johnston, University of Oklahoma - Tulsa
Melissa Kash-Holley, Tulsa Regional Medical Center
Dohn Martin, Oklahoma State University Center for Health Sciences
Dave Money, Oklahoma State University Center for Health Sciences
Pat Morris, St. Edward Mercy Medical Center, Fort Smith, AR
Veronica Stewart, Saint Francis Health System
Beth Treaster, Saint Francis Health System
Lynn Yeager, University of Oklahoma - Tulsa

President Peggy Cook called the meeting to order at 12:50 p.m.

Announcements:

OU-Tulsa: A temporary staff member is performing interlibrary loan duties while Amanda Owens is on maternity leave. Jean Dodd is new in cataloging.

OSUCHS: The library hours have been expanded at OSUCHS. Four new computers have been upgraded and a new color printer purchased. A Knowledge Management Master's program candidate is interning. Several point of care databases have been added, including InfoPoems, a networked version of UpToDate, FirstConsult, and ACP's PIER. A grant is in the works that will provide for a campus wide wireless network and a PDA for every medical student.

Saint Francis – Saint Francis Hospital is trying to obtain Magnet status from American Nurses' Credentialing Center. Veronica is working with a group of nurses on a research project on pediatric falls. Beth is helping with an archives project for the hospital. Beth has also been researching new products, including Rittenhouse's books online.

TRMC – Misty Carney has been hired as the new library assistant to replace Becky. She is working on her Master's of Library and Information Studies at OU-Tulsa. TRMC recently received dual accreditation by both the American Osteopathic Association and JCAHO.

Certificate of Appreciation

Melissa Kash-Holley was presented with a certificate of appreciation for serving as 2002-03 secretary/treasurer of HeLEO.

Correction to Minutes

The group voted to approve a correction to the April 2004 meeting minutes. The statement "Use of dues funds will require one vote from each institution per expenditure" will be replaced with the statement "Approval for expenditure of funds will be determined by a majority of voting members present at the meeting."

Report on Dues Paid for 2004

Melissa gave the treasurer's report and the group accepted.

Review of Dues Structure

Peggy asked if there should be any changes made to the dues structure. No changes will be made at this time. Invoices will be sent at the first of 2005 and are due by the first meeting of the year.

Update HeLEO Directory of Resources

Lynn passed around a screen shot example of the online directory submission form. Although the database is not yet searchable, members can begin to input information. Beth passed around an old TALC directory, which is the inspiration for the HeLEO directory project. The database will be used "as is" for now. As more libraries begin to participate, work can begin to make the database searchable. Beth Ann said an OSU-Tulsa intern might be able to work on this project. Beth Treaster will encourage other Tulsa health libraries participate in the directory project.

SCC/MLA meeting in 2009

Ideas were considered for the SCC/MLA meeting to be hosted by HeLEO in 2009. A procedure manual is being created to aid those who host the SCC meetings. Other potential sources of information mentioned were the Chamber of Commerce and the Vision 2025 website.

Bylaws Amendments

Several possible amendments to the bylaws were discussed, including required signatures for our checking account and loss of membership for non-attendance. James motioned to create an ad hoc bylaws committee. Peggy will appoint two members for the committee. The amended bylaws will be sent out before the next meeting. A vote to accept the new bylaws will be held at the next meeting.

Ariel Group Purchase

Discussion began about group pricing for the new version of Ariel, but was tabled because Beth Anne had already arranged for a group discount through Amigos.

HeLEO Resolution

Peggy proposed a resolution in which HeLEO libraries agree to assist each other in the event of power outages, terrorism, etc. Melissa added that a signed resolution would be helpful to have on hand during JCAHO surveys. Melissa will draw up a resolution for members to sign at a future meeting.

HeLEO Christmas Party

The Christmas party will be held at Saint Francis on December 2nd. Members are asked to bring a potluck item. Teddy bears are optional.

Ebsco Admin Training

Beth Anne has approached Carol Fox about Ebsco Administrative Module training and is working on scheduling a training session for Tulsa libraries.

New Officers

Elaine, Lynn, and Melissa volunteered to serve on the nominating committee. A vote will be conducted by email. New officers will be announced at the next meeting.

The meeting adjourned at 2:15 p.m.

Melissa Kash-Holley, Secretary/Treasurer