

**Health Libraries of Eastern Oklahoma (HeLEO)
Fall 2006 Meeting – November 17, 2006**

**Northeastern State University, Tahlequah, 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, Oklahoma State University Medical Center, HeLEO President
Sandra Martin, Northeastern State University - Tahlequah, HeLEO President-elect
Melody Mosley, Saint Francis Health System
Beth Treaster, Saint Francis Health System
Lynn Yeager, University of Oklahoma - Tulsa

President Melissa Kash-Holley called the meeting to order at 12:40 p.m. in the Library Curriculum Materials Reading Room 220 after the conclusion of a CE class by Michelle Malizia, Public Health Outreach Coordinator, on “Caring for the Mind: Providing Reference Services for Mental Health Information.”

Minutes

The members present approved the April 25, 2006 meeting minutes.

Treasurer’s Report

Melissa gave the treasurer’s report (as prepared by Dohn Martin) and members present accepted.

Announcements:

St. John: James reported that his library assistant is leaving and that the opening is pending approval.

OSUMC: Melissa announced that TRMC has officially changed its name to Oklahoma State University Medical Center.

Hillcrest: Peggy has purchased a badge code reader for after hours access to the Hillcrest Library. She also reported that a new floor will soon be added to the Helmerich building, above the library.

OSU-Tulsa/CHS: Beth Anne Freeman announced she has been busy doing outreach, preparing statistical reports. The medical school plans to increase enrollment incrementally until they have 122 students enrolled. A new learning resources center is being considered but must be completed using private funds. She requested assistance from the group for the project “Go Local Oklahoma.”

NSU-Tablequah: Sandra passed out sheets with a screen capture and URL to her new Ovid Medline tutorial so members could view the tutorial and give feedback.

OU-Tulsa: A new serials technician has been hired at OU-Tulsa, and the library is nearly fully staffed for the first time in a while. A new security gate has been purchased and as a result accurate gate counts can be obtained. Gate counts have increased and are being used to justify addition of professional staff and new computers. Elaine Johnston’s official retirement date is January 1, 2007. She has recommended that the OU-Tulsa President name an interim director as soon as possible but had not done so as of the meeting date.

Saint Francis: Beth commented that the archives project is going very well with the help of an OUSLIS intern to help. It is possible that there may be a paying position for the archives project in the future. Beth has even taught an archives class session at OU. Cheryl, the library assistant, recently celebrated 25 years working at Saint Francis.

Old Business

HeLEO Email List: Dohn created the email list. All members should have received the initial email notifying them they are on the list. Any new subscribers must contact Dohn to be added.

SCAMeL Charges: The group decided to determine the burden that eliminating SCAMeL charges to the PALs libraries would be before proceeding further. Each SCAMeL library will provide a statistical report (from 12/1/05 to 11/30/06) that will include the lending and borrowing statistics for Tulsa medical libraries.

SCC 2009 Update: Beth Anne Freeman gave the Local Arrangements Committee Report and the group accepted. Beth Anne reported that she, Junie, and Melissa visited the Doubletree Downtown, The Doubletree at Warren Place, and the Renaissance hotel this summer. They created a spreadsheet to compare amenities and surrounding facilities. Based on this spreadsheet, they decided on the Doubletree at Warren Place as the venue for SCC '09. Reasons for choosing the Doubletree at Warren Place are as follows:

- Room rate at \$89.00/day
- Facilities (meeting rooms) were provided gratis
- Shuttle service to/from airport and within five mile radius
- Guaranteed to be the only conference during the contracted time period
- The hotel has lovely grounds and walking path. Nearby amenities include LaFortune Park, restaurants, shopping, and other hotels.
- Teaching theater on site
- We will be allowed to bring our own audiovisual equipment and staff

- Wireless Internet access
- Hotel recently renovated
- In room coffee!

Initial contract negotiations ensued using previous SCC contracts for comparison. The revised contract will be signed by Beth Anne, who has officially been appointed LAC Chair.

Beth Anne will send a list of committee responsibilities to the group for members to sign up. Some of the first things to be started are the video, exhibit, and favors to promote our meeting at SCC '08. Elaine suggested we begin brainstorming and others followed by suggesting we use the HeLEO list or a blog so we can track our ideas.

New Business

The HeLEO Christmas party and farewell to Elaine will be held at Melissa's House on December 15th. Details to follow.

The GCKIP party will be on December 7th at the Police Academy.

Adjournment

The meeting adjourned at 2:10 p.m. and a good time was had by all.