

CONBLS Special Business Meeting

April 5, 2008

Minutes

Present: Fatima Barnes, Tom Basler; Nancy McKeehan, Assistant Director, MUSC; Dave Boilard, Victoria Delgado, Nadine Dexter, Marcia Epelbaum, Sandra Franklin, Cynthia L. Henderson (acting as secretary), David King (for Tamera Lee), Beth Layton, Jan LaBeause, Jie Li, Wallace McLendon, Nilca Parrilla, Ruth Riley, Ada Seltzer, Barbara Shearer (Chair), Tom Singarella, Rick Wallace (for Suresh Ponnappa).

Absent: Judy Burnham, Tamera Lee, Mary Moore, T. Scott Plutchak, Beverly Shattuck.

Parliamentarian for the meeting: Tom Singarella

Introductions and Welcome:

Members and guests introduced themselves. New members, Wallace McLendon, University of Florida Health Science Center Libraries; Fatima Barnes, Meharry Medical College; and David Boilard, Florida International University College of Medicine were welcomed as new CONBLS directors.

Barbara Shearer presented a CONBLS plaque of appreciation to Cynthia Henderson for her distinguished service to CONBLS as Chair, 2006-7.

Minutes from November 14, 2007 Business meeting:

Tom Singarella moved to accept 2007 Minutes, Ruth Riley seconded.

Motion passed.

Discussion on treasurer guidelines:

There was a discussion of treasurer guidelines on expenditures and treasurer duties included in the bylaws. It was noted based on research by Tom Basler that as long as the treasury is under \$12,000, CONBLS is in compliance with South Carolina State Rules and Regulations and no additional paperwork and submissions to South Carolina state agencies are required. The following are decisions made by the Board of Directors and passed by a majority vote:

- Dues assessment should be every year.
- Treasurer should put month and year of membership on invoice for membership dues. (Motion by Ruth Riley seconded by Tom Singarella.)
- Individual library directors may request retreat funding for transportation and /or lodging for his/her own travel or for travel for his/her Designee by submitting a request to the Officers of

the Board no less than 60 days before the date of the retreat. The Officers will approve requests based on availability of the budget. (Motion by Ruth Riley seconded by Jan LaBeause.)

- CONBLS retreat should continue to be every other year.
- Dues will be increased by \$50.00 to cover CONBLS costs beginning in 2009.
- Expenditures from the budget may include those for flowers, plaques and cards.
- A CONBLS member may bring 2 staff to CONBLS retreats and/or to business meetings held at Southern Chapter meetings. CONBLS funds will accommodate the meals for these additional attendees. (Point of clarification: the only expenses allowed by CONBLS for travel refer to transportation and lodging for one person at the retreat.)

Bylaws discussion:

The following change in wording for the purpose of clarification was made to the bylaws document:

- Under Article IV, Members: change from “Members are directors or director designees for each library member in CONBLS. The Board of Directors refers to all members collectively.” To “Members of the Board are directors or director designees for each library member in CONBLS.”

Pending approval of the bylaws, the following officers have agreed to serve the following terms:

- Judy Burnham, Secretary 2007 to 2010
- Suresh Ponnappa, Treasurer 2006 to 2009

A straw vote was taken during the business meeting with the decision made that a separate Survey Monkey vote will be taken by Shearer after the meeting. The Survey Monkey vote will include all Board members and will be considered official and final.

The straw vote was:

14 voted for wording #1 on membership: “Members shall be academic health sciences libraries serving institutions eligible for accreditation by the LCME.”

0 voted for wording #2 on membership: “Members shall be academic health sciences libraries serving either allopathic or osteopathic colleges of medicine.”

Old Business

Distinguished library award: Tom Singarella will continue as chair. Fatima Barnes and Tom Basler will serve as committee members 2008 – 2010.

Nominating committee: Cynthia Henderson will be Chair of the nominating committee if the updated bylaws pass. She will ask for volunteers for committee members if the bylaws pass.

For the 2010 retreat site, University of South Alabama has first refusal. (USA was slated for the 2008 retreat and changed upon request due to retirement of director at USA in 2007.)

Listserv membership: Shearer asked members about listserv membership. It was decided that only Board of Directors and their designees should be included on the listserv. Shearer will send a request to all Directors requesting the names to send to Scott Plutchak, who manages the CONBLS listserv.

Additional discussion about vendor consortium deals for CONBLS is deferred to next chair.

In keeping with the presentation during the CONBLS retreat, CONBLS members will keep one another informed about selection of disaster preparedness 'buddies' via the CONBLS listserv.

Motion to adjourn made by Tom Singarella, seconded by Cynthia Henderson.

Motion passed.

Minutes respectfully submitted by Cynthia Henderson and Barbara Shearer, April 21, 2008