

Colorado Council of Medical Librarians  
Executive Committee Meeting  
Thursday, January 10, 2008  
8:30 a.m. – 10:30 a.m.  
Molly Blank Building, Room J106  
National Jewish Hospital  
1400 Jackson Street  
Denver, CO 80206  
(303) 388-4461

## Minutes

### In Attendance:

- Gene Gardner, President
- Lilian Hoffecker, President-Elect
- Addie Fletcher, Treasurer
- Stephanie Wiegand, Secretary
- Shandra Protzko, Internet Committee Chair
- Catherine Reiter, Marla Graber Award Committee Chair
- Lynda Lillwitz, Membership Committee Chair
- Nancy Gross, Education Committee Chair

### Call to Order

- The meeting was called to order at 8:38 a.m. by Gene Gardner, President.

### Approval of Minutes

- Approval of the minutes from the October 4, 2007, Executive Council Meeting. Motion to approve minutes was made by Shandra Potzko by and seconded by Addie Fletcher. October 4, 2007 Executive Council Meeting minutes were approved without amendments.

### Treasurer's Report, Addie Fletcher reporting

- Current balance is \$10,453.46.
- Current CDs: \$1,731.09 maturing on 12/15/08, and \$1,671.42 maturing on 06/15/08
- Total income to date: \$1,873
- Total expenses to date: \$2,624
- Gene asked Addie to look at the possibility of moving some of the money in CDs into a money market account; Addie will report back on this possibility at the March meeting.

#### President Elect's Report – Lilian Hoffecker

- February meeting will be at Children's Hospital, Roz Dudden will be the main speaker.
- Catherine brought up the idea of a tour of the new Children's Hospital as the education component for the membership meeting in February. Nancy Gross will check into this possibility.
- Ideas for a space for the Annual Meeting: Le Peep (if they have a meeting room); Piatti in Cherry Creek has a meeting room; if we were able to find a space, then we could have it catered; Black Pearl on Pearl street (however, we are unsure if they have a private room); if anyone has further ideas, please contact Lilian
- April meeting – Lilian has contacted Elsevier, Stat!Ref, Ovid, Majors, Matthews, Doody's, Access Medicine, Epocrates, and Natural Medicines Comprehensive Database. So far there have been monetary commitments from a couple, but Lilian is waiting to hear from the others. The estimated cost is around \$1,100 to \$1,200 to pay for lunch for everyone. The meeting will be held at Anschutz and the University Hospital. Lilian is looking for ideas for speakers. Nancy Gross has a suggestion of an educator that is teaching clinical trial expert.

#### Advocacy Committee Report – Addie Fletcher

- The Advocacy Committee did not meet in December, so there is no report.

#### Education Committee Report – Nancy Gross

- Nancy Gross is just starting as the committee chair, so is still getting up to speed.
- Nancy will look at the possibility of offering a CE course in the fall.
- The Isabel Anderson collection – a collection of books and videos that is housed at the University Health Science Library (they order and catalog these books as well). There is also a webpage for the Isabel Anderson collection that is hosted by the University Health Sciences Library (not by CCML). However, the Education Committee is responsible for suggesting titles to be bought.
- Gene suggested that we bring this collection up as a point of discussion at the Annual Meeting to either promote the collection or determine if this collection is still useful to individuals.
- CCML members can get a free borrowers card for the University Health Sciences Library.
- The Education Committee also oversees the professional development fund – a fund used to defray the costs of professional development/travel (\$500.00 is what is budgeted for this fund).

#### Internet Committee Report – Shandra Protzko

- No report.

#### Library Cooperation Committee Report

- No report.

#### Marla Graber Award Committee Report – Catherine Reiter

- Catherine is looking for a replacement chair for the committee.
- The deadline for nominations is the end of this week. So far Catherine has received no nominations.

#### Membership Committee Report – Lynda Lillwitz

- Jim Honour will become the chair of the Membership Committee in April.
- Lynda passed out talking points to give to CCML members or host on the web, so members can speak about CCML and the benefits of CCML. Lynda asks that she receive comments/corrections to the Talking Points by January 18.
- Lynda is working on the possibility of having someone from CCML go to DU and Emporia classes to talk about CCML. Addie is still willing to talk to DU students (April is the prospective timeline).
- There may be students from Emporia that are current members of CCML that can be tapped to talk to the Lowry campus students. Lynda will send the CCML Talking Points to the membership and this may encourage someone to talk to the Emporia students.
- Shandra will also put the CCML Talking Points on the Internet site once they are finalized.
- There was only one response to the medical stories call that was put out. Addie will be working further on this story.
- Lynda also brought brochures to the meeting for members to take and give out to interested individuals.
- We currently have 113 members.

#### Nominating Committee Report – Gene Gardner reporting for Joyce Condon

- No report.

#### Paralibrarian SIG Report – Debra Miller

- The next meeting will be February 25<sup>th</sup> from 11:30 to 1:00. Adelaide Fletcher, from Denver Medical Library, will demonstrate RSS Feeds in the state-of-the-art Teaching Lab at the Health Sciences Library on the Anschutz Medical Campus.

#### Unfinished Business

- Annual Operating Plan – Gene will post the Annual Operating Plan on the web and it will be designated as draft.
- Journal Locator – After discussion with the membership at the November membership meeting, Shandra Protzko moved that we eliminated the Journal Locator and remove it from our website. Nancy Gross seconded. Motion passed. Gene will notify Jeff that the Journal Locator is ended.

#### New Business

- How to honor Betty Snipe for here years of CQ mailings: April meeting would be best, but Gene will call Betty and determine if she plans to attend either the February or April membership meetings.
- Money for a gift for Betty will come from the Council Quotes printing and postage budget for a \$100.00 gift card for the Tattered Cover. Addie will purchase.

#### Announcements

- None.

#### Adjournment

- The meeting was adjourned by Gene Gardner at 9:30 a.m.

Submitted,  
Stephanie Wiegand, CCML Secretary  
January 10, 2008



## CCML Talking Points

- Introduce yourself – Name, job title, where you work, your education, why you became a Medical Librarian, and what you do at your job
- Define a Medical Librarian – A librarian who works with health science information. May work in hospital, university, public, or special libraries.
- Share a story of a Medical Librarian – Your own or one archived with the membership committee
- Define CCML – CCML stands for Colorado Council of Medical Librarians. CCML is an organization that is made up of Medical Librarians, Medical Paralibrarians and those interested in the health science information field.
- Share how often CCML meets – CCML holds meetings four times a year from September to April.
- Share the cost of CCML – Regular membership is \$25.00 per year and student membership is \$15.00 per year.
- Talk about the student / volunteer networking opportunities – CCML helps connect students and volunteers to Medical Librarians. If you are interested in shadowing a Medical Librarian, a practicum experience, or volunteering in the health science information field, please contact Lynda Lillwitz, CCML Membership Chair at [llillwitz@yahoo.com](mailto:llillwitz@yahoo.com).
- Share CCML's website address - <http://www.ccmlnet.org/>
- Ask for questions
- Thank those in attendance (including the organizer) for allowing you to present.

Fr Stephanie

CCML Executive Committee

January 10<sup>th</sup>, 2008

President-Elect report

February meeting

- Contacted Deb Weaver a few days ago and she told me that everything is on track on her end for hosting the meeting at TCH.
- Contacted Roz Dudden who is scheduled to be the main speaker but have not heard back.
- Contacted Nancy Gross, the new Education Chair regarding the Education Program but have not heard from her either

April meeting

- contacted a vendors this week (week of Jan 7th) for sponsorship of the meeting. I also asked if they would like to exhibit. Vendors contacted and their responses include:
  - o Elsevier – responded
  - o Stat!Ref – responded
  - o Ovid – responded
  - o Majors – responded
  - o Matthews – responded and committed to \$200. Probably will attend.
  - o Doody's – no response so far
  - o Access Medicine – no response so far
  - o Epocrates – responded
  - o Natural Medicines Comprehensive Database – responded (sort of)

# Advocacy RSS feed

Google Reader (1000+) - Provided by IICA Healthcare Co.

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  - [Lancet \(32\)](#)
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**A look at what's new**

**American Journal of Nursing (16)**

"The American journal of nursing"[Jour]; +42 new citations 42 new PubMed citations were retrieved for your search. Click on the search hyperlink below to display the complete search results: "The American journal of nursing"[Jour] These PubMed results were generated on 2007/09/27 PubMed, a service of the ...

"She Thinks of Horses: And waits for the one true Jake." Related Articles "She Thinks of Horses: And waits for the one true Jake." Am J Nurs. 2007 Sep;107(9):88 Authors: Jacobson J PMID: 17721162 [PubMed - as supplied by publisher]

"Military nurse killed in Iraq." Related Articles "Military nurse killed in Iraq." Am J Nurs. 2007 Sep;107(9):87 Authors: Grossman A Captain Ortiz is the first nurse to die in combat since Vietnam. PMID: 17721161 [PubMed - in process]

See more from [Nursing \(16\)](#) >

**Lancet (32)**

"Lancet"[Jour]; +27 new citations 27 new PubMed citations were retrieved for your search. Click on the search hyperlink below to display the complete search results: "Lancet"[Jour] These PubMed results were generated on 2007/10/02 PubMed, a service of the National Library of ...

"Inactivated influenza vaccines in the elderly-are you sure?" Related Articles "Inactivated influenza vaccines in the elderly-are you sure?" Lancet. 2007 Sep 24; Authors: Jefferson T, Di Pietrantonj C PMID: 17897708 [PubMed - as supplied by publisher]

"India addresses maternal deaths in rural areas." Related Articles "India addresses maternal deaths in rural areas" Lancet. 2007 Sep 22;370 (9592):1023-4 Authors: Chatterjee P PMID: 17893955 [PubMed - in process]

See more from [Medicine \(95\)](#) >

**Tips and tricks**

You can hit the space key to page down and/or move to the next item. This way you can move through your reading list by using only a single finger.

**The latest messages from the Google Reader team**

**Breaking up isn't hard to do**

via [Official Google Reader Blog](#) by Nick Baum on 9/18/07

Dear "Labs", [image: Broken Heart Labs Beaker] We don't know how to tell you this, but it's time that we break up. It's just that we're different now. People can search. They can share what they read. They can even see trends about what they read. ... [See more >](#)

Done Internet 100%



Google Reader (1000+) - Provided by HCA Healthcare Co.

http://www.google.com/reader/view/#stream/feed%2Fhttp%3A%2F%2Fwww.jointcommission.org%2Fjointcommi

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- WWSJ.com: Health (94)
- WWSJ.com: Health Blog (163)

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2007 John M. Eisenberg Patient Safety and Quality Award Sep 18, 2007 3:41 PM

Media Contact: Elizabeth ZhaniMedia Relations Specialist630.792.5914ezhani@jointcommission.org

Editors Note: The recipients of the 2007 John M. Eisenberg Patient Safety and Quality Awards will be featured in the December, 2007 issue of The Joint Commission Journal on Quality and Patient Safety. publ...

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The Joint Commission Launches WikiHealthCare™ to Link Health Professionals Online Sep 6, 2007 12:13 PM

Media Contact: Elizabeth ZhaniMedia Relations Specialist630.792.5914ezhani@jointcommission.org (OAKBROOK TERRACE, Ill. - September 6, 2007) Front-line providers, health care administrators, researchers and other health care professionals across the globe will be able to collaborate with each other t...

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The Joint Commission Clarifies Accreditation Participation Requirement Sep 5, 2007 2:52 PM

Media Contact: Elizabeth ZhaniMedia Relations Specialist630.792.5914ezhani@jointcommission.org (OAKBROOK TERRACE, Ill. - September 5, 2007) Physicians and medical staff members who have concerns about the safety and quality of

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http://www.google.com/reader/view/feed/http%3A%2F%2Fwww.jointcommission.org%2Fjointcommission%2FRSS.asp

Internet 100%

## **Wiegand, Stephanie**

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**From:** Gene.Gardner@UCHSC.edu  
**Sent:** Thursday, January 10, 2008 10:14 AM  
**To:** Wiegand, Stephanie  
**Subject:** FW: next para meeting

Here is info from the Para SIG that you can include in the minutes. She technically sent it to me before the meeting but I wasn't logged in at 7:30.

Gene

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**From:** Miller, Debra  
**Sent:** Thursday, January 10, 2008 7:29 AM  
**To:** Gardner, Gene  
**Subject:** next para meeting

Gene,

Here is the information for the SIG Paralibrarians:

**We hope to see you Monday, February 25th for the quarterly CCML SIG Paralibrarian meeting.**

Adelaide Fletcher, from Denver Medical Library, will demonstrate RSS Feeds in the state-of-the-art Teaching Lab at the Health Sciences Library on the Anschutz Medical Campus. We are fortunate to have Addie, who is the Electronic Resources Librarian for Denver Medical Library, demonstrate RSS Feeds. This will be a great opportunity to learn and practice for those who have never used RSS Feeds, or "have been meaning to".... but haven't had the time.

February 25th - 11:30am - 1:00pm

Where: Health Sciences Library, UCD, Anschutz Medical Campus, 12950 E. Montview Blvd., Aurora, CO 80045

*Debra Kay*

Debra K. Miller  
Library Tech II  
Cataloging Technician  
Health Sciences Library, UCDHSC  
12950 E. Montview Blvd.  
P.O. Box 6508, Campus Box A003  
Aurora, CO 80045  
Phone: 303-724-2131  
[debra.miller@UCHSC.edu](mailto:debra.miller@UCHSC.edu)

**CCML Budget 2007-2008***prepared by Adelaide Fletcher***PENSES:****COUNCIL QUOTES**

	<b><u>2007-2008 BUDGET</u></b>	<b><u>2006-2007 BUDGET</u></b>	<b><u>2006-2007 ACTUAL</u></b>	<b><u>BUDGET CHANGE</u></b>
Printing	\$100	\$600	\$0	-\$500
Postage	\$100	\$600	\$0	-\$500
Masthead	\$100	\$500	\$0	-\$400
Envelopes	\$25	\$50	\$0	-\$25

**PROGRAM**

Meeting Refreshments	\$1,050	\$730	\$732	\$320
Honoraria	\$350	\$250	\$360	\$100
Equipment & Room Rental	\$200	\$200	\$0	\$0
Paralibrarians SIG	\$200	\$50	\$16	\$0

**EDUCATION**

Mailing / Copies	\$100	\$100	\$0	\$0
Honoraria	\$300	\$300	\$0	\$0
CE Course Expenditures	\$2,500	\$2,500	\$15	\$0
Isabelle T. Anderson Collection	\$400	\$400	\$354	\$0
Professional Development Fund	\$500	\$500	\$360	\$0

**JOURNAL LOCATOR**

Updating	\$200	\$200	\$200	\$0
Storage	\$360	\$360	\$0	\$0

**MEMBERSHIP**

Directory - Updating	\$100	\$200	\$100	-\$100
Miscellaneous Mailing & Supplies	\$150	\$150	\$39	\$0

**EVENTS**

Annual Meeting (lunch & speaker expenses)	\$1,200	\$1,200	\$175	\$0
Non-CCML Events (Coll. Connect. etc)	\$150	\$250	\$0	-\$100
Officer Lunch	\$600	\$400	\$180	\$200

**ADMINISTRATION**

Office Supplies (incl. misc postage)	\$200	\$100	\$13	\$100
Stationery	\$0	\$0	\$0	\$0
PO Box	\$70	\$58	\$46	\$12
Internet	\$1,250	\$732	\$801	\$518
Contingency Fund	\$300	\$300	\$0	\$0

**ADVOCACY**

Colo Hosp Assoc administrator award	\$400	\$200	\$120	\$200
Printing	\$100	\$300	\$0	-\$200
Travel Expenses	\$1,500	\$2,360	\$0	-\$860

**MARLA GRABER AWARD**

Marla Graber Award	\$300	\$300	\$276	\$0
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**MCMLA PLANNING**

Expenses	\$2,000	\$2,000	\$0	\$0
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# CCML Budget 2007-2008

prepared by Adelaide Fletcher

<b>TOTAL EXPENSES</b>	<b>\$14,805</b>	<b>\$15,890</b>	<b>\$3,787</b>	<b>-\$1,085</b>
	<b>2007-2008 BUDGET</b>	<b>2006-2007 BUDGET</b>	<b>2006-2007 ACTUAL</b>	<b>BUDGET CHANGE</b>
<b><u>INCOME:</u></b>				
Dues	\$2,500	\$2,500	\$2,215	\$0
Interest	\$10	\$10	\$11	\$0
Miscellaneous	\$0	\$0	\$0	\$0
CE	\$2,000	\$2,000	\$900	\$0
Donations for Annual Meeting	\$900	\$900	\$900	\$0
<b>TOTAL INCOME</b>	<b>\$5,410</b>	<b>\$5,410</b>	<b>\$4,026</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$14,805</b>	<b>\$15,890</b>	<b>\$3,787</b>	<b>-\$1,085</b>
<b>DIFFERENCE</b>	<b>-\$9,395</b>	<b>-\$10,480</b>	<b>\$239</b>	<b>\$1,085</b>

# CCML TREASURER'S REPORT – January 10, 2008

Prepared by Adelaide Fletcher, Treasurer

Current Checkbook Balance: \$ 10,453.46  
Current CD's: \$1,731.09 maturing on 12/15/08  
\$1,671.42 maturing on 06/15/08

Income: 2007-2008 11/14/07—1/10/08

<u>BUDGET DESCRIPTION</u>	<u>DETAILS</u>	<u>BUDGET</u>	<u>2007-2008</u> <u>TO</u> <u>DATE</u>
Dues		\$2,500	\$965
Interest		\$10	\$8
Royalties		\$0	\$0
Miscellaneous		\$0	\$0
CE		\$2,000	\$600
Journal Locator	Participants	\$0	\$0
	Non-Participants	\$0	\$0
Donations for Annual Meeting		\$900	\$300
<b>TOTAL INCOME</b>		<b>\$5,410</b>	<b>\$1,873</b>
<b>TOTAL EXPENSES</b>		<b>\$14,805</b>	<b>\$2,624</b>
<b>DIFFERENCE</b>		<b>-\$9,395</b>	<b>-\$751</b>

Expenses: 2007-2008 11/14/07—1/10/08

<u>BUDGET DESCRIPTION</u>	<u>BUDGET</u>	<u>2007-2008</u> <u>TO</u> <u>DATE</u>
<b>COUNCIL QUOTES</b>		
Printing	100	0
Postage	100	0
Masthead	100	0
Envelopes	25	0
Copyright	0	0



**PROGRAM**

Meeting Refreshments	1,050	304
Honoraria	350	200
Equipment & Room Rental	200	0
Paralibrarians SIG	200	41

**EDUCATION**

Mailings / Copies	100	0
Honoraria.	300	500
CE Course Expenditures.	2,500	496
Isabelle T. Anderson Collection	400	0
Professional Development Fund	500	0

**JOURNAL LOCATOR**

Storage	360	0
Updating	200	0
Mailing/Supplies		0
Printing		

**MEMBERSHIP**

Directory - Updating	100	0
Misc. Mailing & Supplies	150	0

**EVENTS**

Annual Meeting (lunch & speaker expenses)	1,200	321
Non-CCML Events (Colleague Connect, etc.)	150	0
Officer Lunch	600	0
Annual Party	0	0

**ADMINISTRATION**

Office Supplies	200	0
Stationery/Mastheads	0	0
PO Box	70	0
Internet	1,250	527
Contingency Fund	300	5
Surveys/misc. data entry	0	0

**ADVOCACY**

Colo Hosp Assoc Administrator Award	400	0
Printing	100	0
CMS/CME Pilot Project-travel reimbursement	1,500	0

**MARLA GRABER AWARD**

Awards (\$150 X 2)	300	230
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**MCMLA Planning**

Expenses	2,000	0
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**TOTAL EXPENSES**

14,805	2,624
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# Proposed CCML Fudget 2007-2008

prepared by Adelaide Fletcher

## COMMENTS

2007-2008 Proposed BUDGET	2006-2007 BUDGET	2006-2007 ACTUAL	BUDGET CHANGE
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## EXPENSES:

(All 'meeting suggestion' notes refer to 5/10/07 exec meeting)

### COUNCIL QUOTES

Printing	down per meeting suggestion	\$100	\$600	\$0	-\$500
Postage	down per meeting suggestion	\$100	\$600	\$0	-\$500
Masthead	down per meeting suggestion	\$100	\$500	\$0	-\$400
Envelopes	down per meeting suggestion	\$25	\$50	\$0	-\$25
Copyright Fee	Strike meeting suggestion	\$0	\$60	\$0	-\$60

### PROGRAM

Meeting Refreshments	Up per meeting suggestion (\$350/meeting)	\$1,050	\$730	\$732	\$320
Honoraria	Up per last year's expenditure?	\$350	\$250	\$360	\$100
Equipment & Room Rental	Under consideration	\$200	\$200	\$0	\$0
Paralibrarians SIG	\$41 spent to date	\$50	\$50	\$16	\$0

### EDUCATION

Mailing / Copies		\$100	\$100	\$0	\$0
Honoraria	\$500 spent to date	\$300	\$300	\$0	\$0
CE Course Expenditures	\$496 spent to date	\$2,500	\$2,500	\$15	\$0
Isabelle T. Anderson Collection		\$400	\$400	\$354	\$0
Professional Development Fund		\$500	\$500	\$360	\$0

### JOURNAL LOCATOR

Printing	Strike per meeting suggestion	\$0	\$0	\$0	\$0
Updating	under consideration	\$200	\$200	\$200	\$0
Storage	under consideration	\$360	\$360	\$0	\$0
Mailing/Supplies	Strike per meeting suggestion	\$0	\$0	\$0	\$0

### MEMBERSHIP

Directory - Updating	Down per meeting suggestion	\$100	\$200	\$100	-\$100
Miscellaneous Mailing & Supplies		\$150	\$150	\$39	\$0

### EVENTS

Annual Meeting (lunch & speaker expenses)	\$321 spent to date	\$1,200	\$1,200	\$175	\$0
Non-CCML Events (Coll. Connect. etc)	Down per meeting suggestion	\$150	\$250	\$0	-\$100
Officer Lunch		\$400	\$400	\$180	\$0

# Proposed CCML Budget 2007-2008

prepared by Adelaide Fletcher

Annual Party	Strike per meeting suggestion	\$0	\$100	\$0	-\$100
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## ADMINISTRATION

Office Supplies (incl. misc postage)	Up in order to buy jumpdrives (at least 4@35 ea.)	\$200	\$100	\$13	\$100
Stationery	None needed this year	\$0	\$0	\$0	\$0
PO Box	\$35 / 6 mos. x 2	\$70	\$58	\$46	\$12
Internet	\$40/mo as of Sept 2007	\$750	\$732	\$801	\$18
Contingency Fund	Flowers, bank fees, donations, etc.	\$300	\$300	\$0	\$0
Surveys/misc. data entry	Up per meeting suggestion - need to determine ILL survey cost	\$0	\$0	\$0	\$0
Software for internet committee	Possible addition to budget?				

## ADVOCACY

Colo Hosp Assoc administrator award	Up per meeting suggestion - under consideration	\$400	\$200	\$120	\$200
Printing	Down per meeting suggestion - under consideration	\$100	\$300	\$0	-\$200
Travel Expenses	Down per meeting suggestion - under consideration	\$2,360	\$2,360	\$0	\$0

## MARLA GRABER AWARD

Marla Graber Award	Up per meeting suggestion - under consideration re: how much	\$300	\$300	\$276	\$0
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## MCMLA PLANNING

Expenses		\$2,000	\$2,000	\$0	\$0
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## TOTAL EXPENSES

\$14,815	\$16,050	\$3,787	-\$1,235
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<b>2007-2008</b>	<b>2006-2007</b>	<b>2006-2007</b>	<b>BUDGET</b>
<b>BUDGET</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>CHANGE</b>

## INCOME:

Dues	\$580 to date	\$2,500	\$2,500	\$2,215	\$0
Interest	\$1 to date	\$10	\$10	\$11	\$0
Miscellaneous		\$0	\$0	\$0	\$0
CE	\$600 to date	\$2,000	\$2,000	\$900	\$0



**Proposed CCML Budget 2007-2008***prepared by Adeiaide Fletcher*

Donations for Annual Meeting	\$300 to date	\$900	\$900	\$900	\$0
<b>TOTAL INCOME</b>		\$5,410	\$5,410	\$4,026	\$0
<b>TOTAL EXPENSES</b>		\$14,815	\$16,050	\$3,787	-\$1,235
<b>DIFFERENCE</b>		-\$9,405	-\$10,640	\$239	\$1,235