

Executive meeting 23/11/81

6:00 Eye and Ear Hospital Library. Present: Joan Martin, Judith Quilter, Sandra Russell, Anne McLean, Sue Hill

1. Mailing list and stationery

Will send to institute rather than private address unless advised differently by member. Executive (and Pat Macouz) given list of names and asked to make any corrections noted; to be returned to Sue Hill in one week. (Judith to supply Anne and Sandra with copy to amend) Sue to get stationery from LAA sec by 27 Nov; Office Bearers Guide (see below) has details.

2. Organization/Official recognition

Joan rang Barb Hegny to see how state section is set up: not altogether yet, running from national secretariat. Supplied with handy OFFICE BEARERS GUIDE from ~~author~~ Ray Price from the Vic. Branch, LAA. He also advised that we are eligible for representation on Vic. Branch Council. Joan suggested herself; exec heartily endorsed this.

We have received no reply re LAA because our request is to be presented to them 27 Nov. So we will leave Medline notice and MLA news entry til after confirmation. Judith suggested we make known to our members that the seeming lack of activity visible is because of the limbo we are in til formal recognition.

3. Standing Committees

a) Directory of Health Science Libraries in Australia

Anne McLean reported that airmail subscriptions are not included, I.L.L. time preferences are not noted and that the following (from our local directory) were not listed: Mercy Hospital, Mental Health Authority, Mayfield Centre, Fairfield Hospital, Red Cross Blood Bank, Australian Radiation Lab and Association for the Blind. Conceded possibility that they were omitted not intentionally or by oversight but could simply have failed to submit their entry before publication deadlines; Sandra also mentioned that the Alfred Hospital and Queen Vic Medical Centre as Monash branches should also be included.

Yet the overall product was good and makes continuation of our own directory an unnecessary duplication of effort. It was resolved to write to the authors of this directory, supporting it and asking that they include airmail subscriptions, those libraries we noted, and ensure regular updating; on this latter point, it was suggested by Anne that we might offer our services as a clearinghouse to effect it. Due to copyright requirements and the entries in our Special Libraries Directory, it was agreed that preferred I.L.L. times and personnel names, respectively, did not need to be included in this directory. There was some speculation whether this ACT project could or might be transferred to a national MLS portfolio.

A
How often?
to whom?
cost?

b) Sandra Russell reported that she wrote to the Division of Continuing Education of the Medical Librarian Section of the U.S. and got post-haste a list of publications, i.e. syllabi, available for \$10 @; we asked her to chose 6 to order. *wait till questionnaire BT - in joint qt.*

c) Enid and Gay Edwards were reportedly enthusiastic about being on a committee.

d) Standards. Joan mentioned that Carmel McGuire was financed by the National Library to do a handbook for hospital libraries; suggestion was that we write to her after becoming an official sectional group. (It was noted that she and Fay Baker were in consultation at the VALA Conference...)

4. Function for Chinese Medical librarians

This was postponed one week due to their postponed arrival. Joan finalized details and sent out notices (attached) on 20/11; options limited at this close-to-Christmas date. Decided on smorgasboard rather than sit down dinner; menu decided. MLG would subsidize the wine/drinks and appetizers/hor d'oeuvres as well as of course our guests' dinners (\$12@); counting on 30 (caterers' minimum) that would be about \$200.

Sue to get name tags to be distributed as people arrive. Sandra to bring cassettes and player for some pre-dinner background. Program decided as welcoming everyone and introducing guests just before going into smorgasboard area; addressing everyone re MLS (intro exec, outline coming events, encourage membership in LAA) and present gift "sample bags" to guests just before coffee. Joan and Judith to shop for these (lapel pins, calendar, small bottle wine, vegemite, etc.)

5. Sunday entertainment for guests

Fay Baker is still offering her place for BBQ Dec. 6; limited guest list was preferred, so exec (Judith unable to attend that weekend, but offered cash donation toward it) to enteratin the guests. Plan A is to have the BBQ which the exec will arrange after consultation with Fay; Plan B recognizes that they may be tired or have other plans, hence the null alternative.

NEW BUSINESS

1. Sue left checkbooks with Judith; we will continue to go through ~~Pat Fay~~ ^{Pat Fay} ~~Nacoz~~ to authorize withdrawal for now. Sue to submit one bill for past photocopying and postage and estimated price of name tags for dinner, address labels for future mailing and LAA stationery. Joan forecast need for tighter control perhaps once we are official.
2. Sandra presented minutes of the S.A. Med. Lib. Group 10/3/81 meeting sent to her library; no outstanding issues or points, so filed.
3. Next executive meeting sometime in late Jan.; Sue to ring around to set/verify date.