

**ALIA HEALTH LIBRARIES SECTION VICTORIA
EXECUTIVE COMMITTEE MINUTES**
Minutes of the meeting held at ANZCA on Wednesday 18 March 1998

1. PRESENT

David Lloyd, Helen Cotsell, Stephen Due, Kerry Johannes, Shanti Nadaraja, Adam Clark, Mellita Vertigan

2. APOLOGIES

Majella Pugh

3. CONFIRMATION OF MINUTES 18 February 1998

Proposed Shanti - Seconded Stephen

4. BUSINESS ARISING

Nil

5. PROGRAMME FOR 1998

5.1 City library bus tour. Feedback on the evaluation forms asked for additional/alternative libraries, including the Women's and Childrens Hospitals, Mental Health and Alfred Hospital; additional seminars on comparing free Medlines and library management systems; and possibly a job exchange forum. All comments on the tour itself were very positive.

Second tour. It was agreed to pay \$100 extra for the larger coach but keep the numbers similar because of limited space in the libraries visited. Libraries visited to remain the same. Morning tea to be moved to Human Services library (instead of RACGP). Kerry to do flyer. ?

5.2 Country meeting Warragul. Date put forward to 15 May 1998. David to continue with organising speakers. Joanna Boast to organise venue and catering. Speakers on the networks panel (AM) to include Judy Stoelwinder, Andrew Rooke and Stephen Due. Speakers on the Equip panel (PM) to include Jan Riches, Joanna Boast, Judith Mahoney. The times proposed are: morning session 10.00-12.00, lunch 12.00-2.00, afternoon session 2.00-4.00. Cost to be decided. Lunch venue to be decided. Kerry to do flyer.

5.3 Managing electronic resources. Venue Fuji Xerox (near the Alfred). David to organise more details.

5.4 Evidence based medicine. Date to be 16 or 17 June. Venue ANZCA. Proposed a half day seminar with two or three key speakers, including Bill Detmer (OVID), Peter Greenberg (Melbourne University) and possibly someone from the Cochrane Foundation. Peter Greenberg to be the main speaker (40 mins plus 20 mins questions). OVID to be asked to sponsor breakfast. Starting time 8.00 for 8.30.

6. CODE OF ETHICS

Stephen has circulated a draft for discussion to Shanti, Majella, and Judy Dalton. Replies still coming. Aim to have a finished draft for the June newsletter (23 May).

7. STATISTICAL SURVEY

Many large libraries have not replied. Mellita, Helen and Majella to follow up libraries in their networks. Stephen to send new forms to Mellita and Shanti. Stephen to send list of libraries which have not responded to committee members. Stephen to ask Melanie to return surveys.

8. ANNE HARRISON AWARD

Helen reported that the proposed project develop our Internet site was acceptable to ALIANET manager. There was no limit on space. The project should concentrate on our core business, and put general features such as Internet tutorials as a low priority. Helen to draft submission to Anne Harrison Award Committee, for circulation to committee members for comment.

Core features:

- Links to all health libraries which have web sites
- Forms for enquiries/membership applications
- Links to major medical sites
- Text files of core documents (eg code of ethics)
- Possibly links to/host for personal pages of members
- Associate membership of IML with link

Wider links:

- Health libraries other states
- Electronic journals
- List servers
- Bulletin boards
- Internet raining sites
- Conference papers

9. HEALTH LIBRARIES BROCHURE

Mock-up not ready due to no action. Content to be decided by person designing the brochure on the basis of Stephen's original draft. Mellita to have a go at getting it done.

10. ALIA AWARDS

Helen and Shanti applied. No news from FLIS or ALIA re total applications.

11. EVALUATION FORMS FOR FUNCTIONS

Committee members to prepare comments for next meeting

12. DEVELOPING A CHECKLIST FOR PLANNING FUNCTIONS

Shanti had kindly prepared a proforma as a guide for providing details of functions for which a flyer is required. This could also be used as a checklist in planning functions, and could be included in our procedures manual

13. HEALTH INFORM

Health Inform to have a new banner and some new formatting to give it a "new look", while retaining traditional paper size, colour and quality. Illustrations were a new and welcome feature. MMC possibly to pay for printing and postage.

14. TREASURER'S REPORT

Attached

15. CORRESPONDENCE

- In: DeLuxe coachlines quote for larger bus
Invoice for bus 25/2
Reply to enid Meldrum from Meil Wyatt re Vic One and hospital libraries
Letter from Fuji Xerox offering function facilities
- Out: Letter thanking De Luxe coach lines
Thank you letter to Caolyn MacVean (HCV)
Thank you letter to Anne Dooley (VFMP)
Thank you letter to Bill Freeman (VCI)
Thank you letter to Andrew rooke (VMMC)

16. OTHER BUSINESS

16.1 Instead of a member of the Committee attending VICBRANCH meetings, as we have tried to do in the past, Stephen is to forward a summary of HLS activities to be presented at each meeting.

16.2 Next meeting NWH at 5.30pm on Wednesday 15 April 1998.