

**AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION
HEALTH LIBRARIES SECTION
MINUTES, EXECUTIVE COMMITTEE, 15TH JANUARY 1997**

1. PRESENT

Stephen Due, Mellita Vertigan, Karen Tempest, Helen Cotsell, Anne McLean, Kerry Johannes, David Lloyd, Melanie Kammermann

A special welcome was extended to Kerry and Mellita as new members of the Committee.

APOLOGIES

Nil

2. CONFIRMATION OF THE MINUTES OF THE MEETING HELD 20TH NOVEMBER 1996

Proposed - David; Seconded - Stephen

3. BUSINESS ARISING FROM THE MINUTES

Nil

4. COMMITTEE FOR 1997

President	Stephen Due
Correspondence Secretary	Mellita Vertigan
Treasurer	Karen Tempest
Newsletter Editor	Anne McLean
Country Representative	David Lloyd
Publicity Officer	Helen Cotsell
Professional Development	Kerry Johannes
Minutes Secretary	Melanie Kammermann

Dates for the meetings are as stated in the November 1996 minutes. February's meeting will be held at North West Hospital. April's meeting will be held at the Victorian Institute of Forensic Medicine. Venues for all other meetings are yet to be decided.

5. PROGRAMME FOR 1996**5.1 Review of the AGM and Christmas Party**

Comments made included that it was difficult to hear the proceedings of the meeting and the food was served too slowly. The Committee will look for another venue for this year's AGM.

6. PROGRAMME FOR 1997**6.1 Dealing with Change in the Workplace**

The Austin Hospital are happy to conduct the workshop. The Committee decided to hold the workshop between 3 and 6 pm.

Action: Anne to verify costs and dates. Helen to send out flier when details have been finalised.

6.2 Country Meeting

This will be held on Thursday 20th March in Bendigo. Planned activities include a session on EQUIP, an Inmagic tutorial and the usual discussion session. The cost of the Inmagic session is \$100 per hour plus travel time.

Action: David to approach either the CEO of Bendigo Hospital or the Dir Nursing at Castlemaine to present the EQUIP session.

6.3 EQUIP LUNCHTIME MEETING

The Section will trial a lunchtime meeting in the first week of May.

Action: Karen to investigate holding this meeting at the Department of Human Services. Melanie will invite Brian Collopy to present.

7. **STATISTICAL SURVEY 1995-96**
Twenty seven surveys have been received to date. The Committee decided to ring libraries and encourage more returns.
Action: Melanie to organise a list of libraries each Committee member can ring.
- The Committee decided that the names of libraries participating in the survey will not be given out on request or again be named in this year's survey.
8. **ANNE HARRISON AWARD 1998**
The Committee were asked to give some thought to a suitable project. This item will be put on the September agenda for more discussion.
9. **ALIA AWARD FOR INNOVATION**
The closing date is 15th March 1997. Stephen will ring Meg Paul to see if there have been any applications to date. A flier promoting the award will go out with the flier promoting the Workplace Change Workshop.
10. **PROCEDURES MANUAL**
Work on the manual is ongoing.
11. **HEALTH LIBRARY CLOSURES**
There was considerable discussion on possible strategies for helping libraries faced with the threat of closure. These included targeting administrators through appropriately placed journal articles on the value of libraries, and developing a resource list/bibliography on the value of library services.
Action: Stephen will contact Virginia Walsh again to see if her article on health libraries could be submitted to other journals.
12. **HEALTH INFORM**
The deadlines for 1997 are: 22nd Feb, 23rd May, 22nd Aug, 21 Nov.
Anne continues the unenviable task of looking for ideas and contributions.
13. **TREASURER'S REPORT**
There is no report for this meeting. Karen is yet to have handover from Jan.
Action: Karen and Stephen are to organise to register their signatures with the bank.
14. **VIC BRANCH**
No report.
Interested members will rotate attendance to meetings.
15. **CORRESPONDENCE**
- 15.1 **IN From**
- 15.1.1 **ALIA Manager, Membership Services**
ALIA's new postal address
- 15.1.2 **ALIA Manager, Membership Services**
ALIA requires notification and copies of Section publications
- 15.1.3 **ALIA Education Officer**
Workplace Assessment and the Library Industry Competency Standards Workshops
- 15.1.4 **Jo Marshall, WEHI**
Thank you letter re VICGRATIS/HLS seminar
- 15.2 **OUT To**
- 15.2.1 **State Health Library Sections and National Executive**
Action: Mellita to write and request that they send copies of the minutes of their meetings.

Meeting closed at 7.30pm

Next meeting will be held on 19th February at 5.30pm at North West Hospital