

ALIA HEALTH LIBRARIES SECTION, VICTORIA
EXECUTIVE COMMITTEE MINUTES, 16th FEBRUARY 1999
Held at ANZCA

1. PRESENT

David Lloyd, Helen Cotsell, Stephen Due, Kerry Johannes, Shanti Nadaraja, Majella Pugh, Mellita Vertigan, Diane Horrigan, Kate Roberts

2. APOLOGIES

Joanna Boast

3. CONFIRMATION OF MINUTES OF MEETING HELD NOVEMBER 17TH 1998

Minutes accepted with the following changes:

Item 1: "Hogan" becomes "Horrigan"

Item 6: "Professional Continuing Education Day", entire paragraph to be rewritten in consultation with Mellita.

Proposed - Kerry; Seconded - David

Action: Majella

4. REVIEW OF AGM / CHRISTMAS PARTY

Very successful - venue and speaker went down well. Venue to be rebooked for first Friday in December, with a comedian suggested as entertainment.

Action: Shanti

5. PROGRAMME FOR 1999

- 5.1 *Cochrane Training*: 26 attended two sessions. Kate reported that she expected the events to break even, though there had been a miscalculation with the booklet cost. A number were ready for the third and final session possibly scheduled for the end of April / beginning of May. An alternative venue would be sought. Price to be \$40, all inclusive.

Mellita attended and agreed that the length was appropriate, but that more hands-on work would be welcomed, with tips on advanced searching and differences between the 'Net and CD versions explained. A report would be made in the National HLS newsletter. It was wondered how other states had fared. A letter to be written to HCN regarding misrepresentations made by their agent.

- 5.2 *RMIT Web day*: March / April

5.3 *PubMed / GratefulMed vs CD searching*: Someone who uses PubMed extensively to show advanced techniques. Judith Quilter was suggested. A training video produced by one of the Colleges on Ovid software was noted as being available. Three years ago, an RMIT searcher spoke on various databases during the Gratis day - would they have someone to speak on this topic? Is the NLM to send someone to the Tasmanian conference?

Action: David.

- 5.4 *Kinetica*: a session was decided not to be in order.

5.5 *Play at the SLV*: Group booking for Tues 9th March.

Action: Kerry to post ALIA discussion list messages, and Shanti on OPAL.

5.6 *Embase*: Will come to Melbourne and train for free. Extensive manual, and lunch was provided in Sydney. RMIT as a venue?

5.7 *Bus tour*: Middle of year / semester break. University of Melbourne, SLV, Eye and Ear, College of GPs, RMH, WEHI suggested.

Action: Diane to develop.

5.8 *Stephen's statistics day*: Later in the year, as isn't ready yet - perhaps Gratis day, as it continues the stats theme. Discuss how to keep and present to managers for impact.

5.9 *Dorothea*: The University of Melbourne's move to problem based learning and the implications for libraries.

Action: David to draw up an events grid, as last year, and circulate.

6. STATISTICAL SURVEY

Stephen spoke about lack of response, and how to encourage an increase. He will provide a list of outstanding libraries, to be split between Committee members. Letters to be addressed to the librarian in charge, not put in Health Inform. Survey to be redesigned to encourage collection, by the Statistics Working Group, comprising of Shanti, Stephen and two non Committee members.

Action: Stephen.

7. AUSTRALIAN HEALTH LIBRARIES AT YOUR SERVICE BROCHURE

Mellita reported that all 3,000 brochures have been sold - Monash Medical Centre took 1,000. Eight orders for single packets are pending. Some were in response to the article in Incite, including a small number from interstate. A box to be taken to the Tasmanian conference.

5,000 more could be printed for \$1,020 - when sold for \$20 per pack this would result in breaking even; or 10,000 could be printed for \$1,350 - when sold for \$20 would result in a profit of \$650. Runs would be ready in a week. Postage charges to be invoiced by the Alfred.

Feedback on the design and layout has been favourable, so no changes are envisaged - Mellita noted that substantial changes would need to be presented to the ATO for a further tax exemption ruling.

Brochures to be advertised on the ALIA discussion lists, the final product to replace the draft version on the ALIA web site. Samples to be taken to each function and promoted.

Action: Mellita to order 10,000. Helen to update web page.

8. HEALTH INFORM

More material to come to Kate from Andrew. Advertising to be pursued. Kate recommended changing the layout person. Shanti offered to undertake mailing.

Discussion ensued about the format of and the relationship of the National newsletter to HI. Stephen suggested that the formats remain unchanged for this year, then direction to be reviewed. National to be sent in Victoria as supplement to HI. Each state to write a column for each edition. Number of interstate recipients to be investigated. Why is so little money received by HLS Vic from ALIA?

Articles for first HI issue: brochures (Mellita), AGM (Janine Krochmal), Cochrane training (Mellita), new Committee member profiles, Country Librarian's report (Joanna). Kate expects to have copy by March 2nd.

Action: Stephen

9. EXECUTIVE COMMITTEES

STATE:

Majella - Minutes Secretary
Kate - Health Inform
Helen - Web matters
Kerry - Treasurer
David - President / Health Inform
Professional Development - Diane
Correspondence Secretary - Mellita
Publicity - Shanti

Helen's home email to be used for correspondence: hcotsell@c3.telstra-mm.net.au

NATIONAL:

President: Stephen
Treasurer: Veronica Delafosse
Minutes Secretary: Lorena Smirneos
Correspondence Secretary: David
Newsletter Editor: TBA

Ad hoc help offered by: Jane Edwards, Jeremy Taylor, Jo Marshall, Kerry, Shanti.

Anne Harrison Award to be administered by separate group: Shanti nominated.

Action: Stephen.

10. TREASURER'S REPORT

The balance as at 23rd November was \$6,690.36, plus the term deposit of \$6,327.61. The latter matures on February 27th, at 3.90%.

The balance as at 25th December was \$1,343.40, plus the term deposit. The balance as at 25th January was \$632.67, plus the term deposit of \$6,327.61. The latter matures on February 27th, at 3.90%.

Bills came in at the end of the year. Books were audited, taking three days to prepare documents. Kerry was thanked for her hard work.

11. CORRESPONDENCE

11.1 In from

11.1.1 4/12/98

ALIA Head Office mailout

11.1.2 Dec

T. Wakely. VIBRA 1999 - VicLis Office Bearers & reps.

11.1.3 Dec

Australian Taxation Office. Ruling on Sales Tax Exemption for HLS promotional brochures

11.1.4 1/2/99
Cheryl Hamill. Regarding HLS National Executive for 1999-2001 and minutes of the HLS National Executive meeting held 19/11/98.

11.1.5 16/2/99
Nomination HLS National Executive Committee by Lorena Smirneos, Alfred Hospital.

11.2 **Out to**

11.2.1 Dec 1998
Emma Davis-Bell, ALIA newsletter editor. Article for inCite. Promotion of HLS brochures.

11.2.2 Dec 1998
Australian Taxation Office. Request for ruling on whether the HLS brochures will be Sales Tax exempt.

11.2.3 Dec 1998 & Feb 1999
Reply from HLS (Vic) to T. Wakely. Office bearers for 1999.

11.2.4 VicLis
HLS Vic is meant to report in person to VicLis monthly.
Action: It was suggested that members rotate, or that a written report be offered. Shanti offered to attend first.

12. **OTHER BUSINESS**

12.1 Code of Ethics to be handed over to the National Executive.

12.2 National Executive to form a conference committee and attend Tasmanian conference with dates, venue, theme and promotional materials.

13. **MEETINGS FOR 1999**

13.1 Frequency: Third Tuesday of each month, at ANZCA, 5.30 pm.

13.2 Next meeting, March 16th.