



THE LIBRARY ASSOCIATION OF AUSTRALIA

MEDICAL LIBRARIES SECTION

VICTORIAN GROUP

EXECUTIVE COMMITTEE

MINUTES (5/85)

Minutes of the Executive Committee (Victorian Group) meeting (5/85) held at 5.30 pm on Thursday 11th July 1985 at Brownless Library.

1. Present.

Joan Martin, Sandra Russell, Aina Zalitis, Susan Liepa, Bronia Renison, Andrew Rooke.

2. Apologies.

Barbara Jacoby.

3. Minutes.

Moved that the Minutes of the previous meeting (30.5.85) be accepted.

4. Business arising from the Minutes.

Bronia has name tags for the General Meeting. Many enquiries have been received regarding the forthcoming General Meeting, and notes from the previous meeting.

A letter has been received from the Augustine Centre giving details of their payment requirements.

Andrew should investigate the possibility of recording the meeting: he will need to ask the speakers' permission. AR

It may be useful to be able to offer a cassette to country members. Andrew has access to a cassette duplicator.

The Group should encourage Branch Council to reinstate the Diary of Events for all Sections and Divisions. A letter should be sent to Branch Council, and this can be followed up by Mary. Mary should keep a note of dates of meetings mentioned at Branch Council. SR/MA

Proliferation of Conferences: a document will be put together from comments received, and mailed before the deadline. JM

Corporate Plan and Review: Joan is still waiting for responses. Members should refer to the previous document on decentralization of the L.A.A. The draft of our paper can be left until after the Branch meeting on 31st July.

Hospital Library Standards: Louise Lansley rang to find out whether progress has been made to formulate national standards. She will report to General Council. Letters have been sent to other State Groups requesting input.

Membership: Susan and Barbara have drafted a letter to be sent to nonmembers. Amendments to the letter were suggested.

Application for Special Grant: Susan has compiled a draft application to the L.A.A. for a grant to produce a new edition of the Book List. Points in the application were discussed. Quotes obtained from printers vary widely, and it is difficult to determine what is being offered for the money. The time required for the compiler is dependent on the amount of original research and revision to be undertaken by the compiler, and the amount of editing undertaken by the Committee members. The compiler's hours could be increased to sixty. Susan should obtain a quote from the printer used by Buz. Susan and Barbara will produce a final copy, incorporating suggested amendments, to be sent to Branch Council. Copies will be sent to Committee members. SL/BJ

The L.A.A. should be informed of the death of two members: Patricia Nagler and Anne Webb. SR

5. Correspondence.

Date	From	To	Re
CORRESPONDENCE IN: May 26th - July 5th, 1985:			
5.6.85	Triad	Secretary	LIST (Current Awareness journal.)
11.6.85	Asst Exec Dir	Secretary	Statement on International Relations
11.6.85	Exec Dir	Secretary	Retention of LAA Members.
11.6.85	Exec Dir	Secretary	Organisation of Biennial Conferences.
20.6.85	L. Lansley	Secretary	Work level guidelines; Statement on Volunteer Workers.
8.7.85	S. White	President	W.H.I.G. meeting.
CORRESPONDENCE OUT: May 26th - July 5th, 1985:			
4.6.85	A. Rooke	B. Pittard	General meeting notice.
5.6.85	A. Rooke	D. Sutar	General meeting.
5.6.85	A. Rooke	G.A. Ryan	General meeting.
27.6.85	Secretary	E. Carvosso	Acquisitions Section meetings.
28.6.85	President	G.A. Ryan	General meeting.
28.6.85	President	D. Sutar	General meeting.
2.7.85	President	Secretaries: SA, WA, QLD, NSW	Standards for medical libraries.

6. Business arising from correspondence.

Sandra to check whether the Guidelines for Biennial Conferences was received by the other State Groups. SR

The Work Level Guidelines and Statement on Volunteer Workers will be publicized at the General Meeting.

Shirley White could be invited to be the liaison representative on the W.H.I.G. She would need to report in writing to the Executive Committee, to the General Meeting, and to Bronia for the Newsletter. SR

7. Advertising in the Newsletter.

The Section was approached by Intermedia, Brisbane, an advertising agency asking to advertise in our Newsletter. They were apparently acting for the LAA, and have not followed up the first approach.

The Special Libraries Section are now charging advertising in their Newsletter. Aina will check whether they have received any advertising. AZ

We could decide on rates if someone wants to advertise.

7. Structure of Executive Committee.

Problems in relation to terms of office have arisen over the past few years because of the need to accommodate the National Committee. We need to find a way to maintain continuity in membership of the Committee. Previous attempts at having overlap or a President-elect have not been successful.

Possibilities which could be considered are:

- half committee elections,
- shadow office bearers,
- a rotating position on the Executive over 3 months.
- Executive meetings are open to observers. They could be publicized at the General Meetings and the Newsletter. Members may place items on the Agenda, and speak to them.

- two members will be invited to attend two Committee meetings, rotating through as many members as possible.

Volunteers could be called for at the General Meeting.

8. Conference organization.

Volunteers have been requested for duty on the information desk. Enid would like to hear ideas for planning details, especially relating to social functions.

9. Library Technician classification.

Many hospital libraries are now employing Library Technicians, but there is no award for them, and no uniformity of salaries and conditions. The M.L.S. will need to initiate moves to draw up an award. Sandra should write to Stacey for advice on beginning work on a submission, and the possible role of VAHPA or HEF. A subcommittee may have to be convened to provide input. Louise Lansley should also be approached for assistance. SR

10. Other business.

The Treasurer reports a credit balance of \$341.04.

Anne McLean has advised that Jean Foreman has officially retired from Fairfield Hospital. Sandra should find out from Julia Quinn the actual date of her retirement, and send flowers and a note from the Group. SR

Bronia will put a note in the Newsletter. BR

Susan submitted the Terms of Reference of the Publications Working Party. These should be compared with the former Working Party's terms of reference. SL

No suggestions for research projects have been received.

The next General Meeting will be in October. This will be the Annual General Meeting. A speaker could be invited.

A suggested topic for the first meeting for 1986 is "alternative medicine". Suggested format is speakers on alternative medicine and its information resources, together with a booklist, and display of resource materials from Medishield.

11. Next meeting.

Thursday 8th August at 5.30 pm.