Annual General Meeting of

The Ottawa Valley Health Libraries Association /

Association des Bibliothèques de la santé de la Vallée de l’Outaouais

Joule HQ - 1031 Bank Street, Ottawa, ON Canada K1S 3W7

Thursday, October 5th, 2017

5:00 – 6:30pm

**Present (16):**

Jeff Mason (CADTH)

Sarah Jones (CADTH) – OVHLA CE Coordinator

Aleksandra Grobelna (CADTH) – OVHLA Treasurer

Dave Kannelis (CADTH)

Margaret Sampson (CHEO)

Liz Czanyo (Joule)

Nan Bai (Joule)

Sascha Davis (Ottawa Hospital)

Debbie Ayotte (CMA)

Renée de Gannes-Marshall (Joule)

Sarah Visintini (CADTH)

Amanda Hodgson (CADTH)

Caitlyn Ford (CADTH)

Alex Hickey (Joule) – OVHLA President

Sandra McKeown (Queen’s University) – OVHLA Secretary

Anna Gopenko (uOttawa ESIS)

1. **Welcome and introductions**

President Alex Hickey welcomed everyone to the meeting. The attendees introduced themselves the where they work.

1. **Approval of Agenda –** Approved
2. **Approval of AGM Minutes from October 05, 2016** – Approved
3. **Reports from the OVHLA Executive**
   1. **President’s Report – Alexandra Hickey**
   * CHLA is coming to Ottawa in 2019.
   * The biggest expense to OVHLA this past year was having a new logo designed (just in time for CHLA in Ottawa).
   * This is the end of the President’s term. After this meeting, the incoming president will take over for the new 2-year term.
   1. **Treasurer’s Report – Aleksandra Grobelna**

Membership:

* In 2016/2017, OVHLA had 18 active memberships (12 individual and 6 institutional memberships).
* Sandra McKeown created an interactive MS Word form for membership applications, which is very easy to navigate and can be forwarded to us through email (instead of being printed and sent by mail).
* We have two convenient ways of submitting the membership fees: by mail (check) and by e- transfer through online banking (for individual memberships).
* The membership fees were slightly increased this year:
* Institutional membership from $35 to $40   
  (allows for 2 voting members or 2 participants at any fee-based event. Additional participants at a fee-based event will be charged the non-member rate)
* Individual membership from $20 to $25
* Student membership stayed the same

Membership follows the calendar year.

OVHLA Bank Account:

* Our CIBC bank account is in good standing (balance is: 5091.91 as of Sept. 30 , 2017). We have $4,000 in Guaranteed Investment Certificate (GIC).

*GIC is a Canadian investment that offers a guaranteed rate of return over a fixed period of time, most commonly issued by trust companies or banks. Due to its low risk profile, the return is generally less than other investments such as stocks, bonds, or mutual funds. It is similar to a time or term deposit as known in other countries. The rate of return on a GIC varies depending on the various factors, such as the length of the term and specified interest rates from the Bank of Canada. At the time of purchase, the rate is higher than the interest on a savings account. The return on the investment will be low if the savings interest rate becomes higher than the GIC rate of return and will be high otherwise. The principal amount is not at risk unless the bank defaults. The guarantee for GICs is provided by the Canada Deposit Insurance Corporation (CDIC) up to a maximum of $100,000 (principal and interest combined), as long as the issuing financial institution is a CDIC member and the original term to maturity is five years or less.*

* We now download our monthly statement to save on posting.
* There were some changes implemented to our CIBC business account service fees as of Sept. 1, 2017. The changes are as follows:
* The withdrawal fee is increased from $1.50 to $2.00
* There is also an increase for the deposit transaction fees from $1 to $1.25, cash deposited (bills) from $2.25 to $2.50 (per $1,000), coin deposited (per $100) from $2,25 to $2,50
* The check certification service will no longer be available for CIBC Business Interest Accounts (this is not really a concern to us since we are not using that option).

The fee increase needs to be investigated more. A meeting with CIBC representative may be required.

Expenses:

* We had some expenses this year related to our new logo design and the OVHLA Mini-Symposium, but we also made a small amount of money from attendee donations at the OVHLA Mini-Symposium ($62).  
  1. **Continuing Education Report – Sarah Jones and Cait Ford**
* Position:   
  - Cait Ford (CADTH) served one and a half terms as CE Coordinator for OVHLA (2014-2017).   
  - Sarah Jones (CADTH) has been selected as the new CE coordinator as of July 2017.
* Activities:   
  - The second annual OVHLA Mini Symposium took place on July 19, 2017 at the Hintonburg Community Centre in Ottawa. The program featured poster presentations, paper presentations, as well as updates on previously shared special research projects. The event drew over 25 participants, including several non-members. We hope to continue this very successful event into its fourth year in June of 2018.   
  - Focus of CE activities for 2017/2018 remain on collaborative, in-person presentations and learning opportunities. The executive is revaluating the OVHLA Journal Club with hopes to expand the reach to membership outside of Ottawa, possibly through a webinar format, as well as applying for CHLA/ABSC CE accreditation.   
  - In terms of future CE events for 2017-18: the Chapter is planning to feature embedded librarianship in 2018, with site visits to the Children’s Hospital of Eastern Ontario (CHEO) librarian Margaret Sampson as well as training on how to achieve and maintain AHIP certification for members interested in doing so. The Chapter is in full conference planning mode for CHLA/ABSC 2019 in Ottawa and is very excited to help plan all aspects, including continuing education opportunities and library and museum tours.
  1. **Secretary Report – Sandra McKeown**
* Activities from serving on the OVHLA exec this past year included participating in the OVHLA logo RFP and selection process, event planning for the OVHLA Mini Symposium and the AGM, as well as contributing to regular business such as helping with the membership renewal process and managing the membership listserv.

1. **OVHLA Executive Elections**

* Sarah Visintini from CADTH was the nominee and successful candidate for the new term as OVHLA President. Congratulations, Sarah!!!
* There was discussion about the number of CADTH people serving on the OVHLA executive and whether or not this (over)representation is concerning for the membership or CADTH. Before Sarah Visintini from CADTH joined OVHLA as President, CADTH people already filled the Secretary position (Aleks Grobelna) and CE Coordinator position (Sarah Jones). The OVHLA membership agreed that it should not be a problem to continue representing different institution types and voices on the executive (instating a new member-at-large position on the OVHLA executive was deemed unnecessary). There was talk about doing more outreach in the upcoming year to increase our Chapter membership with people from Health Canada, the University of Ottawa, etc. Increasing OVHLA membership could help fill future executive positions and prevent volunteer fatigue for continuous members.

1. **President’s Award winner**

* Sarah Jones presented Cait Ford with the President’s Award for her 3 years serving on the OVHLA exec as the CE Coordinator. Nominated by her peers for being an enthusiastic and visionary leader, Cait worked to establish the successful OVHLA mini-symposium event, now held annually, and was a key player in bringing CHLA to Ottawa in 2019.

1. **Roundtable Updates**
   1. **CHEO update from Margaret Sampson**  
      A minor reorganization has allowed me to refocus exclusively on Library Services, shedding management responsibility for 2 other small departments. Unfortunately, growth in other departments has cost us the space for our Child and Youth library. We are currently looking for a new home for it. I continue to be involved in the development of a crowd screening platform. We are redeveloping it as InsightScope, and expect to have a beta version working soon.
   2. **CADH update from Amanda Hodgson**

* Earlier this year, our director engaged Jessie McGowan to review our methods and processes. As a result, CADTH Information Services recently restructured. We have now 3 managers, 1 Methods Specialist reporting to Director, RIS & Operations. Our name and titles have also been changed to Research Information Services and Research Information Specialist respectively. We are in the process of implementing some of the recommendations on methods and processes.
* New hires – Lorna Adcock, Kaitryn Campbell and Sarah Visintini.
* We also engaged Julie Glanville, Associate Director, Health Economics, University of York to write a white paper on Text-Mining and its use in literature searching and systematic reviews.
* We are in the process of transitioning from Reference Manager to EndNote. Currently in the process of a couple of pilots which will inform how we roll it out throughout the organization
  1. **Queen’s University update from Sandra McKeown**
* Bracken Health Sciences Library no longer provides outreach library services to Hotel Dieu Hospital (HDH) in Kingston since it merged with Kingston General Hospital (KGH) earlier this year to become “Kingston Health Sciences Centre” (KHSC). KGH had their own library services and resources before KHSC was formed, which will presumably expand to accommodate the merger. Bracken still provides outreach to Quinte Health Care and Northumberland Hills Hospital.
* Laurie Scott retired in June. Her position has not been reposted.
* The Faculty of Arts and Science at Queen’s University will begin offering a new 2nd year undergraduate course titled Information Research and Management this winter (contingent on approval by the curriculum committee at a very late stage later this month). Sandra McKeown and another librarian at Queen’s University (Corinne Laverty) are in the process of designing the 12-week fully online course that students from every faculty will be able to enroll in. The elective course is part of a certificate in Advanced Research and was funded through an eCampusOntario grant. Sandra and Corinne will be the instructors of the course.  
  1. **CMA update from Debbie Ayotte**
* CMA celebrated their 150th birthday on October 9, 2017.  Celebrations included events at the annual meeting held in Quebec City, the meeting place of the first CMA meeting in 1867.  The CMA archives has been involved in providing content for many of the events and promotions.  More information can be found at: [https://www.cma.ca/En/Pages/150thanniversary.aspx](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cma.ca%2FEn%2FPages%2F150thanniversary.aspx&data=02%7C01%7Csandra.mckeown%40queensu.ca%7C2bdb847f56c44051ca9b08d51269bad3%7Cd61ecb3b38b142d582c4efb2838b925c%7C1%7C0%7C636435167677899764&sdata=zQdlVMtW5dc9v2NgajFVbDefvO0Hm8MKkWUmxq8wnB8%3D&reserved=0).
* In the fall of 2017 the Canadian Medical Association is moving from a temporary location to 1870 Alta Vista Drive where they will share office space with one of their subsidiaries, MD Financial Management.  The library staff will be working to relocate the library and archives to the new space and finding alternatives to requiring physical space on site (such as digitizing parts of the collection).
* The library staff are in the process of creating a toolkit for policy staff to use when writing policy documents.  It will provide information about reference styles, reference management software, templates for creating documents and steps in the process of creating a document.   
  1. **The Ottawa Hospital update from Sascha Davis**
* The Ottawa Hospital has gone through many changes in the last year. We lost our manager in the summer of 2016 and are now being managed by a non-librarian director under the department of Education. The past year has been status quo as we await a new VP for the department who is due to start in November.
* The hospital did lose access to the resource UpToDate due to a very large price increase after our present contract ended. The library has had many budget cuts during the past few years due to the hospital’s budget and thus the library is focused more on services than a collection. The demand for the library’s services has fortunately still been high.   
  1. **University of Ottawa from Jessica McEwan**
* The University of Ottawa Library is currently engaged in an Organizational Renewal process which will see it transform its current subject-based structure to a functions-based structure. The summer was a very intense period with many staff investing significant portions of their time contributing to the development of this project. A final organizational structure is expected before the December break 2017. Transitioning to this new model will be a gradual process. A known impact at the Health Sciences Library will be the disappearance of the role of Director, which will be adapted to align with the new functions-based organization.
* The University of Ottawa Library has managed a substantial cut to the operations budget in the current fiscal year through the elimination of 10 support staff roles that were currently unfilled. The collections budget, on the other hand, remains stable this year.
* The Health Sciences Library is now home to three Indigenous works of art (“The Way” by Ross Rheaume and “Being Human, Night and Day” (Man and Woman) by Marie-Claude Charland with students from the Faculty of Medicine). These works are on long-term loan to the library and are displayed in high-traffic areas for all to enjoy.

1. **Other Business**
   1. **New logo – Alex Hickey**

* The new logo is now on the OVHLA website! The website layout has changed slightly to accommodate the new graphic.   
  1. **CHLA 2019 Conference planning – Jeff Mason (Planning Chair)**
* Jeff thanked OVHLA members that have already signed up for the planning committee and encouraged others to consider volunteering as well (all hands on deck preferably)!
* Lindsay Sikora, Renée de Gannes-Marshall and Rachelle (?) have toured and received quotes from potential sites to host the conference. Currently the University of Ottawa’s Business School is a likely option.
* Margaret Sampson is working on a draft budge to propose to the CHLA Board.
* A draft conference manual has been circulated, which will seek approval from the CHLA Board.
* Google Drive will be used for sharing documents moving forward.
* Jeff asked the membership to think about whether your organization might want to be a sponsor for the conference (the fiscal year for the 2019 conference is closer than we realize)!  
  1. **Other member business (EBLIP 2019) – Jeff Mason**
* EBLIP (Evidence Based Library and Information Practice) has made a call for conference hosts in 2019. The CHLA/ABSC Board is having a discussion about this and whether or not we should consider a potential joint event with CHLA 2019 in Ottawa. Jeff has advised the Board to talk to OVHLA if they want to explore the possibility.
* The last time the EBLIP conference was in Canada (2013) it was held in Saskatoon right after the CHLA conference in the same city. (EBLIP and CHLA did not run concurrently because the content was different. Similar to how another EBLIP conference began right after a Cochrane event in Australia).

1. **Adjournment**

* A motion was made and seconded to adjourn the meeting at 6:30pm. A planned tour of the new Joule facilities proceeded after the meeting followed by a social at a restaurant in the Lansdowne area.