



The Ottawa Valley Health Libraries Association

Minutes of the Annual General Meeting of
The Ottawa Valley Health Libraries Association /
Association des Bibliothèques de la santé de la Vallée de l'Outaouais
Monday, August 29, 2011
11:30 a.m. – 1:30 p.m.
University of Ottawa Health Sciences Library
Room 1020, 451 Smyth Road, Ottawa

Present:

Margaret Sampson (CHEO)
Charlene Argáez (CADTH)
Amanda Hodgson (CADTH)
Deborah Scott-Douglas (CMA)
Sarah Vanstone (CMA)
Lee Anne Ufholz (University of Ottawa)
Michelle Leblanc (University of Ottawa)
Michelle Saunders (University of Ottawa)
Isabelle Séguin (University of Ottawa)
Agnieszka Szczotka (University of Ottawa)
Heather MacDonald (University of Ottawa)
Marie-Cécile Domecq (University of Ottawa - Montfort)
Cathy MacLean (ROHCG)
Jin Zhu (Canadian Forces, Health Services GPHQ Library)
Aleksandra Grobelna (CADTH)
Caitlyn Ford (CADTH)
Danielle Rabb (CADTH)
Amanda Ross-White (Queen's University)
Jennifer Szweg (Queen's University)
Margaret Quirie (The Ottawa Hospital)

1.0 Welcome

Margaret Sampson welcomed everyone to the meeting.

2.0 Approval of Agenda

The motion to approve the agenda was moved by Lee Anne Ufholz.

3.0 Special Reports

Canadian Virtual Health Library (CVHL) Update: Webinar with Orvie Dingwall and Jennifer Baines.

Presentation files were made available via the OVHLA listserv after the meeting.

4.0 Minutes from the November 19, 2010 meeting

The motion to approve the minutes was moved by Deborah Scott-Douglas.

5.0 Round of introductions

6.0 Reports

6.1 President's Report – Margaret Sampson

Conference updates:

MLA/CHLA 2016:

Ottawa is still in the running as the location for the upcoming 2016 joint MLA/CHLA conference, but the final decision will not be made until 2012. Should the conference come to Ottawa, we would be responsible for local arrangements – such as tours, recommending restaurants, morning runs.

OVHLA/ UNYOC Joint Annual Meeting:

This is to occur in 2012, October 9-12, near Cornwall ON at the NAV Centre (<http://www.navcentre.ca/index.php>). The planning committee will be co-chaired by Jeff Garvey and Paola Durando. OVHLA has signed a Memorandum of Understanding (MOU) with UNYOC that covers the sharing of costs and profits. Copies of the MOU circulated at the meeting.

Margaret thanked Paola Durando and Nancy Roberts for their tremendous efforts in bringing this conference here.

Retirements:

Dianne Kharouba:

Dianne was head of the Health Sciences Library but previously worked throughout the city including CISTI and CHEO. She distinguished herself with service to the profession, finally as President of CHLA.

Nancy Roberts:

Nancy also retired this summer after 32 years. Her last major undertaking has been with SHRTN, providing library services to "support evidence based practice in seniors' health care by ensuring that caregivers, researchers, and policy-makers have access to the best available evidence and research knowledge." You can keep in touch with her professional life on LinkedIn.

Current OVHLA Executive and Webmaster:

Margaret thanked the current OVHLA Executive: Michelle Purcell in the capacity of CE, Charlene Argáez as treasurer, and Amanda Hodgson as secretary. Amanda represented our Chapter at CHLA this year. Thanks also to Risa Shorr for her continuing support to OVHLA as webmaster.

President's report was moved by Lee-Anne Ufholz, seconded by Michelle Leblanc.

6.2 Treasurer's Report – Charlene Argáez

There are currently 25 active members, including 3 individual memberships. These are awaiting renewals (pending amendment)
OVHLA was the recipient of Kingston's portion of proceeds for hosting the CHLA conference in 2010. This amount totalled \$1472.63
OVHLA's bank balance as of July 30, 2011 is \$5540.49. Most of the monies spent this year went toward our Spring social and other catering/gifts.

Treasurer's report was moved by Amanda Ross-White, seconded by Heather MacDonald.

6.3 Continuing Education Report – (*Regrets: Michelle Purcell, CE Coordinator*).

Two speakers have been approached regarding upcoming presentations. In terms of other events, a social was held this spring in honour of Dianne Kharouba's retirement from the Health Sciences Library, University of Ottawa. Amanda Hodgson extended the invitation to the new OVHLA executive that an after work event could be held at the CADTH office.

Continuing Education report was provided by Margaret Sampson and Amanda Hodgson.

6.4 Web/ listserv update – Amanda Hodgson

The OVHLA listserv is running smoothly. There are currently 89 listserv subscribers. For any suggestions about items that could be posted to the website, please contact a member of the executive or email Risa Shorr at rshorr@ottawahospital.on.ca.

Web/listserv update was moved by Heather MacDonald, seconded by Lee-Anne Ufholz.

7.0 OVHLA Executive

Two new members of the OVHLA Executive were announced:

President: Deborah Scott-Douglas, CMA

Deborah Scott-Douglas has recently returned to the Canadian Medical Association where she is working on the Knowledge for Practice Initiative within the Office of Knowledge Transfer and Leadership. Deborah's return to the CMA follows a 3-year leave of absence during which time she was in Paris, France working at the OECD on their new iLibrary.

Previously, Deborah served as the Director of Information Services at the CMA where she oversaw the development of a full scale special library serving Association staff and the creation of an online clinical reference service for CMA members. Prior to coming to the CMA, Deborah worked as Business Reference Librarian at the Winspear Business Library at the University of Alberta and Librarian, Whipple Library, Department of History and Philosophy of Science and Medicine, University of Cambridge.

Deborah has held a number of offices and memberships and previously served as President of the OVHLA from 1998 – 2001.

Deborah holds a bachelor's degree from the University of Alberta and a master's in Library and Information Science from the University of British Columbia.

Secretary: Kelly Farrah, CADTH

Kelly Farrah is an Information Specialist at the Canadian Agency for Drugs and Technologies in Health (CADTH) in Ottawa. She conducts literature searches supporting health technology assessments and systematic reviews on drugs and other health technologies. Kelly received her MLIS from the University of Western Ontario.

8.0 New Business

Amendments to OVHLA Constitution & By-laws – vote on proposals

The following proposed changes to the OVHLA Constitution and By-law were discussed. A revised OVHLA Constitution & By-laws document will be circulated and posted on the OVHLA listserv and website respectively.

The tabled amendments are as follows:

Article 1 - Name:

The name of the Association shall be the Ottawa Valley Health Libraries Association / l'Association des Bibliothèques de la Santé de la Vallée de l'Outaouais.

Note: Only the English name has been used, we should probably change practice or change the name, however, this is not being proposed as an amendment at this time.

Article 2 - Purpose:

The purpose of the Ottawa Valley Health Libraries Association shall be to promote, by means of cooperation and communication, the provision of quality library services in the health sciences throughout the Ottawa Valley. The Association shall also support the activities of the Canadian Health Libraries Association, as a Chapter of that body, and the Ontario Hospital Libraries Association, and share information with the library community as a whole.

No proposed changes.

It was noted that the Ontario Hospital Libraries Association is now known as the Ontario Health Libraries Association. To be brought forward to the new executive.

Article 3 - Membership:

Membership shall be open to all persons or institutions interested in the aims of the Association and who pay the prescribed fee therefor. All officers of the Association must be paid-up members of the Canadian Health Libraries Association.

Motion to amend Article 3 to read:

Membership shall be open to all persons interested in the aims of the Association and who pay the prescribed fee therefor. All officers of the Association must be paid-up members of the Canadian Health Libraries Association.

The proposed change eliminates institutional memberships. This issue was raised by the membership and discussed briefly at last year's meeting. The rationale for the change is that; many institutions who were originally members have amalgamated; government libraries (including CISTI and Health Canada) are no longer able to take out institutional memberships due to Treasury Board regulations; and the fees are low (\$20 at present). Note that some institutions may reimburse individuals for membership fees to professional organizations.

Margaret Quirie raised the concern that this might lead to diminished membership for the Association. Several alternatives were discussed, including staying with the existing membership structure, adopting the proposed amendment, and/or limiting the proposed amendment to having both personal and institutional memberships, with a limited number of voting seats per institutional membership.

The following by-law was voted on and passed:

Article 3 - Membership:

Membership shall be open to all persons or institutions interested in the aims of the Association and who pay the prescribed fees therefor. Institutional membership privileges will extend to two members named by the organization. All officers of the Association must be paid-up members of the Canadian Health Libraries Association.

Article 4 - Officers:

The business of the Association shall be conducted by an Executive Committee consisting of a President and a Secretary-Treasurer or a President, a Secretary, and a Treasurer.

There will be a one-year term of office for each position. All terms will begin in June and end in May of the following year.

Motion to amend Article 4 as follows:

The business of the Association shall be conducted by an Executive Committee consisting of a President, a Secretary-Treasurer and a Continuing Education Coordinator or a President, a Secretary, a Treasurer and a Continuing Education Coordinator.

There will be a two-year term of office for each position. Terms of office will begin in June and end in May of the following year. Terms will be staggered so no more than two officers will have their term expire in the same year.

The proposed changes would add the position of CE coordinator, to align with current practice and to preclude the possibility of a two-person executive. As well, the term of office for each position would move to two years, with no more than 2 positions ending terms in the same year, to align with current practice.

The following by-law was voted and agreed upon:

Article 4 - Officers:

The business of the Association shall be conducted by an Executive Committee consisting of a President, a Secretary, a Treasurer and a Continuing Education Coordinator.

There will be a two-year term of office for each position. Terms of office will begin in June and end in May of the following 2 years hence. Terms will be staggered so no more than two officers will have their term expire in the same year.

Article 5 - Elections:

All nominations for the future Executive, accompanied by the candidates' consent, should be presented to the current Executive and made known to the members prior to the last meeting of the Association before expiry of the term of the current Executive.

All elections for officers of the Association shall be conducted by ballot of the members present at the last meeting of the Association before expiry of the term of the current Executive. Each member present shall have one vote for each position. If there is only one candidate for a position, that candidate will be elected by acclamation.

Note: while this is not proposed as an amendment, we may wish to make provisions for voting where some members are participating remotely.

Article 6 - Committees:

The Executive shall have the power to appoint committees.

No proposed changes. The position of web master is such an appointment.

Article 7 - Meetings:

There will be a minimum of two meetings a year. The quorum for voting at meetings will be eight members representing five different institutions.

Motion to amend Article 7 as follows:

There will be a minimum of one meeting a year. The quorum for voting at meetings will be eight members representing three different institutions.

Change to one meeting per year to align with current practice (note that this is referring to meetings involving association business and voting, and does not include either social or educational "events".) The number of institutions to be represented is reduced from 5 to 3 since amalgamations have reduced the number of organizations. This could be interpreted as "individual members must be from at least three different institutions" if Article 3 is amended to exclude institutional memberships.

Motion adopted.

Article 8 - Membership Fees:

Membership fees determined by the Executive in consultation with the members shall be collected annually from each member.

No proposed changes.

*Article 9 - Liaison with Canadian Health Libraries Association:
The Executive shall appoint a correspondent to provide regular assistance to the editor(s) of the publications of the Canadian Health Libraries Association.*

The President shall provide a written annual report to the Board of the Canadian Health Libraries Association outlining its activities during the current year and verifying that all Chapter requirements continue to be met.

No proposed changes.

Margaret Quirie raised the issue that no correspondent has yet been appointed. To be brought forward to the new executive.

*Article 10 - Amendments to the Constitution:
Proposals to amend this constitution or by-laws, or to decide on other matters determined by the Executive, shall be made known to the members prior to the meeting of the Association at which the proposals will be voted on.*

Voting will be conducted by ballot of the members present. A majority of those voting shall be required to carry any proposal.

No proposed changes, but again we may need provisions for voting by those participating remotely in the future.

9.0 Roundtable

Each library was invited to present new developments:

Health Sciences Library, University of Ottawa (Presenter: Lee-Anne Ufholz)

- Renovations at the library
- Staffing changes due to Dianne Kharouba's retirement

Ottawa Hospital (Presenter: Margaret Quirie)

- 2 newly graduated librarians have joined their team
- "Enterprise" content management system

Canadian Medical Association (Presenter: Sarah Vanstone)

- Information Services has moved to the Professional Services and Leadership department, with a new Vice President
- Library role was highlighted in the CMA Annual Meeting – Knowledge for Practice

Canadian Forces, Health Services (Presenter: Jin Zhu)

- Pearl Yost has joined their library

CHEO (Presenter: Margaret Sampson)

- Kim Rohac has joined the CHEO library for a one year term as library technician

Royal Ottawa (Presenter: Cathy MacLean)

- The “Royal Ottawa” Hospital now has a new name and logo
- Champlain Health now has a unified catalogue
- Barcoding/creating borrower database

CADTH (Presenter: Amanda Hodgson)

- Danielle Rabb, Information Specialist has joined the CADTH Information Services team
- David Kaunelis is the Chair-Elect for the HTA International (HTAi IRG) information interest group
- Some Information Specialists taking on authorship duties on CADTH reports

10.0 Adjournment

Meeting was adjourned by outgoing OVHLA President, Margaret Sampson.