



## The Ottawa Valley Health Libraries Association

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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

Thursday, August 30, 2012  
Atlantic Room, CMA House  
1867 Alta Vista Drive  
2:00 p.m. – 4:00 p.m.

### **Present:**

Deborah Scott-Douglas (CMA)  
Michelle Purcell (The Ottawa Hospital)  
Kelly Farrah (CADTH)  
Margaret Sampson (CHEO)  
Jill Cherry (CHEO)  
Hayley Fitzsimmons (CADTH)  
Emmanuel Nkansah (CADTH)  
Jennifer Skuce (CADTH)  
Cathy MacLean (ROHCG)  
Susan Bottiglia (ROHCG)  
Laura Léger (Canadian Pharmacists Association)  
Agnieszka Szczotka (University of Ottawa)  
Lee Anne Ufholz (University of Ottawa)  
Elizabeth Czanyo (CMA)  
Nan Bai (CMA)  
Mireille Ethier-Danis (Soins continus Bruyère Continuing Care)  
Naomi Blais (Canadian Dental Association)

### **1.0 Welcome and Introductions**

Deborah Scott-Douglas welcomed everyone to the meeting.

### **2.0 Approval of Agenda**

The motion to approve the agenda was moved by Cathy MacLean, seconded by Kelly Farrah.

### **3.0 Approval of Minutes from the August 29, 2012 Annual General Meeting**

The motion to approve the minutes was moved by Michelle Purcell, seconded by Laura Léger.

### **4.0 Reports**

#### **4.1 President's Report – Deborah Scott-Douglas, President**

##### **Recent revisions to OVHLA constitution and bylaws**

*Membership Renewal Date:* All members now renew on calendar year, January 1-December 31.

*Membership Categories & Fee Structure:*

<b>Membership Type</b>	<b>Fee</b>
Institutional*	\$30
Individual	\$20
Student**	\$5

\*Institutional membership privileges will extend to two members named by the organization.

\*\*New category, OVHLA is looking to boost student membership and participation. The suggestion was made to create a student rep position for both the University of Ottawa's School of Information Studies and Algonquin College's Library Technician program.

*Current OVHLA Executive and Webmaster:*

Deborah thanked the current OVHLA Executive: Michelle Purcell in the capacity of CE coordinator, Charlene Argáez as treasurer, and Kelly Farrah as secretary. Deborah thanked Risa Shorr on behalf of OVHLA for her work as webmaster.

#### **4.2 Treasurer's Report – Deborah Scott-Douglas, President (Regrets: Charlene Argáez, Treasurer).**

- There are currently 25 active members, including 12 individual memberships, 12 institutional memberships and 1 student membership. Membership has been stable over the past year.
- The social media webinar was intended to be a break-even event, and made small profit (\$40).
- The annual social event cost \$692.
- OVHLA's bank balance as of August 28, 2012 is \$4905.67.
- Proceeds for hosting the 2010 CHLA conference in Kingston (\$1472.63) have been allocated to subsidize attendance for OVHLA members at the upcoming UNYOC conference.

#### **4.3 Continuing Education Report – Michelle Purcell, CE Coordinator**

One CE course was held this year, a webinar on social media. The webinar format was intended to facilitate the participation of members outside of Ottawa. There were 18 attendees. The annual social event had 22 attendees. It was well enjoyed.

#### **4.4 Secretary's Report – Kelly Farrah, Secretary and Webmaster**

OVHLA listserv is running well. There are currently 95 subscribers.

The webmaster duties have been incorporated under the secretary's duties to streamline the updating of the website.

### **5.0 OVHLA Executive Elections**

Outgoing members of the executive, Michelle Purcell (CE coordinator) and Charlene Argáez, were thanked for their two years of service.

Two new members of the OVHLA Executive were elected by acclamation for 2012-2014 terms:

#### **CE Coordinator: Agnieszka Szczotka, University of Ottawa**

Agnieszka is an Academic Librarian with the University of Ottawa providing medical librarian services at the University of Ottawa Heart Institute. She earned her MLIS from McGill University

in 2007. She has been working in the role of a medical librarian at the University of Ottawa Heart Institute (UOHI) since 2011. She has previously worked for National Resources Canada, the Ottawa Hospital, and the Health Science Library at the University of Ottawa.

**Treasurer: Jennifer Skuce, CADTH**

Jennifer is a graduate of the Library Techniques program at Seneca College in Toronto and has been active in the library field for 25 years. Prior to her current position at CADTH, she worked at The Toronto Western Hospital, The Canadian Red Cross, Canadian Blood Services, and the Canadian Medical Association. She has been a member of the Information Services team at CADTH for 7 years. Her job entails providing interlibrary loan services to CADTH research teams and external reviewers, and handling the invoicing and Visa reconciliation for those purchases. She also participates in outreach within the interlibrary loans community. Jennifer welcomes the opportunity to participate in OVHLA as Treasurer and share interlibrary loan information with colleagues.

**6.0 Canadian Virtual Health Library (CVHL) Update – Jennifer Bayne (via telephone)**

- New board members include three network subscribers. Full list of board members and their bios are available on the CVHL website (<http://cvhl.ca/>).
- Fundraising is a current priority, as they are in the 3<sup>rd</sup> year of the 3 year CIHR grant.
- The business plan has been fully revised and the final version will be made public shortly.
- Staffing changes: Vivian Stieda has returned to the Health Knowledge Net. George Beckett and Warren Holder are now joint content leads. Karen Wilson is the project coordinator.
- Revised communication and marketing materials have been developed

**7.0 CHLA Update – Lee Anne Ufholz & Deborah Scott-Douglas**

- Based on chapter updates from sister chapters OVHLA falls in the middle in terms of chapter activity.
- The question of whether OVHLA members are also CHLA members and vice versa was discussed.
- Chapter CE events can be advertised on the CHLA website. Chapter events can also be posted to JCHLA.
- A grant for online CE is now available through CHLA.
- Chapters get 75% of profits if they use CHLA software for CE activities.
- OVHLA could consider recruiting public health librarians from the Ottawa Public Library
- OVHLA could consider having a Journal Club.
- Messages from Jeff Mason, new CHLA president (relayed by Deborah Scott-Douglas)
  - The 2013 CHLA conference will be held in Saskatoon May 22-25.
  - A new research grant is about to be introduced. It is intended for hospital librarians or for collaborations between academic health science librarians/research librarians and hospital librarians.
  - Ottawa was being considered as a potential venue for the 2016 joint MLA/CHLA conference, however, Toronto was selected.

**8.0 Building Bridges: UNYOC/OVHLA 2012 Joint Conference Update (Deborah Scott-Douglas, Regrets: Paola Durando)**

Deborah extended thanks on behalf of OVHLA to Paola Durando and others who contributed to planning this conference. Registration is now open. The dates are the Oct 10-12. Any OVHLA

member in good standing who registers for UNYOC/OVHLA 2012 will receive \$65 off the registration fee (the cost of a full day registration). For institutional members, the subsidy is limited to two people per institution. Funds used to support this initiative will be paid for with monies provided by CHLA in recognition of the work done by the 2010 CHLA conference organizing committee and notably by Kingston area librarians in lieu of a CE session in Kingston (due to the challenges associated with organizing such a session in Kingston). It is also a goodwill gesture intended to contribute to the success of the UNYOC-OVHLA Conference.

## 9.0 Roundtable

Each library was invited to present new developments:

Canadian Medical Association (Presenters: Nan Bai, Elizabeth Czanyo, Deborah Scott-Douglas)

- Improvements to CMA InfoBase: new features include highlighting new & updated guidelines, top 10 guidelines, and browse by condition feature. There are plans to enhance the search engine as part of Knowledge for Practice initiative at CMA. They are working with McMaster University to add AGREE ratings to guidelines.
- “Ask A CMA Librarian” service is available for members across the country.
- The CMA library has helped set-up a clearinghouse of policies from provincial medical associations (available only to CMA staff and member physicians).
- Upcoming project for CMA library: automating archives.
- Under Knowledge for Practice initiative, CMA is seeking to improve user experience on their website. They plan to completely rebuild the website, with a roll-out over 2013.
- CMA has launched a CMAJ mobile app that is available on IOS.

Canadian Pharmacists Association (Presenter: Laura Léger)

- Looking at new publishing tools, content management system & XML.

CHEO (Presenter: Margaret Sampson)

- Jill Cherry is back from maternity leave. Kim Rohac will stay on working on another assignment.
- Undergoing minor reconfiguration to create learning commons.

CADTH (Presenter: Hayley Fitzsimmons)

- Staff are currently reviewing ILL functions. Have now set up DOCLINE.
- Information Specialists have been invited to present a webinar for the Toronto Health Library Association on grey literature.
- An update to Grey Matters checklist is planned for November 2012.

Canadian Dental Association (Presenter: Naomi Blais)

- No librarian at CDA library. Library is small, but they still have a large dental collection (no books, only journals).
- Now serving corporate members (provincial associations) instead of individual members.

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

- Library is now fully staffed, with two new members, one at the University of Ottawa Heart Institute, the other at Montfort.
- Policy on Systematic Reviews has been developed and will be posted online.
- Offering new drop-in lunch classes in renovated computer lab and “My Research” series for graduate students.
- Patient info center at Montfort library has been put on hold.
- Lee-Anne developed a video for CLIP, “Searching for Evidence 101”, which is now posted on the Royal College of Physicians and Surgeons of Canada website.
- A library technician will be going on leave for one year; a job posting will go up shortly.

Royal Ottawa (Presenter: Cathy MacLean)

- Welcomed new staff member Susan Bottiglia, a library technician.
- Champlain Health catalogue is searchable.
- The library has introduced automatic circulation.
- All books have been barcoded.

Ottawa Hospital (Presenter: Michelle Purcell)

- One librarian currently on maternity leave.
- Currently have a job posting for a library technician who will be going on maternity leave in November.

## **10.0 Other Business**

- Margaret Sampson inquired whether anyone used Mendeley.
- Jennifer Skuce brought up the ILL session at CLA conference where some people expressed interest in forming an ILL support group.

## **11.0 Adjournment**

Meeting was adjourned by OVHLA President Deborah Scott-Douglas.