

**HSLs Hospital SAG Quaterly Meeting
Minutes – July 30, 2012**

TOPIC	DISCUSSION	ACTION TO BE TAKEN
Call to order	Michelle Burda called the meeting to order at 11:05 AM	
Attendees	Michelle Burda	
	Maura Sostack	
	Renaë Barger	
	Barbara Epstein	
	Claire Joseph	
	Tami Hartzell	
	Barbara Henry	
	Joan Napolitano	
	Priscilla Stephenson	
Not Present	Angela Thor, Helen-Ann Brown Epstein	
Agenda Topics		
<ul style="list-style-type: none"> • Updates: Michelle 	NN/LM MAR certificates mailed	
	MAR Quarterly Newsletter to be published in the Fall	
	Questions or comments about Boost Box & Lunch with RML	
Development of Business Class for Librarians	Funding for development Michelle & Renaë explained how members would be paid for the time spent on developing class content	
<ul style="list-style-type: none"> • Course Structure 	Proposed 4 1 hr. online Adobe Connect sessions Time of class- proposed times 1:30 or 2:00. Joan-This would be better for hospital and solo librarians. Who can attend? MAR members. If no class limit this will be open to anyone.	Agreed this would be acceptable Members agreed on this
<ul style="list-style-type: none"> • Possible ideas for class content 	Session 1 Topic -Psychology of business- think of your library as a business unit Where does your day go? Reviewing what you do during the course of your workday “Letting go – change is good” – “You can do it” Paradigm shift –rethinking how you manage your library	Agreed this would be a possible topic

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<ul style="list-style-type: none"> Possible ideas for class content cont. 	<p>Session 2 Topic – Developing a business plan. Proposed that we can invite or consult others outside of committee for this topic. We would like to talk to librarians who have done this - librarians with a business background or experience or MBA. (Class developers would put out a call.) Names suggested were Shelia Hayes & Judy Kramer</p> <p>Session 3 Topic – Licensing – all types include Rob Mackes for grp licensing Jeff from HSLs. Include developing negotiation skills /tactics</p> <p>Session 4 Topics – the value of your library services Clinical outreach Beyond your library's 4 walls- providing services virtually</p>	<p>Members agreed that this would be a good idea</p> <p>Members liked these possibilities</p>
<ul style="list-style-type: none"> Time Line 	<p>Renaee stated that we have until April 30th 2013 to have content & development completed. Soon after that date we will want to teach the class.</p>	
<ul style="list-style-type: none"> MLA CE 	<p>It was agreed we would like to investigate the possibility of obtaining MLA CE for this class</p>	<p>2 members will do this-class</p>
<p>Next Steps</p>	<p>Consensus to move forward</p>	<p>Members agreed to move forward on development of class content</p>
<ul style="list-style-type: none"> Structure for development- member responsibilities 	<p>1-2 members will investigate & prepare for MLA CE (Cost of obtaining MLA CE will be covered by MAR funding)- Barbara E. clarified this.</p> <p>Communication & marketing 1-2 members will be needed to promote the class when we are ready & also help to communicate to each other our progress.</p> <p>Content development - at least 4 members will be needed to:</p> <ul style="list-style-type: none"> ✓ develop the topics ✓ research subject content ✓ contact outside consultants ✓ present & or serve as moderators to the presenters (the above will be divided up among the content group) 	<p>Barbara Henry & Priscilla volunteered immediately</p> <p>Members will volunteer & decide on their roles</p>

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<ul style="list-style-type: none"> Volunteers 	<p>Michelle asked that members please email her with what part of the class development you would like to participate in. She said there will be a follow-up email with participant's roles once she hears from everyone. Also it was suggested that we meet again once we decide on the content to finalize before we move forward..</p>	<p>Michelle will email the list of who volunteered for what</p>
<p>Adjournment</p>	<p>Michelle Burda adjourned the meeting at noon</p>	
	<p>Meeting minutes respectfully submitted by Michelle Burda August 5, 2012</p> <p>Next Meeting – Proposed Date: First week of October</p>	