



HLABC is an organization dedicated to supporting health libraries, their staff, & anyone interested in the search & discovery of health information

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## 2024 HLABC Executive Meeting Minutes

**Date:** January 11, 2024

**Time:** 2:00pm - 3:00pm PT

**Location:** Online via Zoom

**Attendees:**

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| ● Saeyong Kim             | President               |
| ● Mica Depner             | Vice-President          |
| ● Andrew Moore            | Past President          |
| ● Aubrey Geyer            | Treasurer/Membership    |
| ● Vinny Gibson            | Communications Director |
| ● Prubjot Gill            | CE Director             |
| ● Chantal Lyons-Stevenson | Secretary               |

**Regrets:**

| Agenda Item   | Action Items  |
|---|---|
| New Business <ul style="list-style-type: none"><li>● CHLA Award Nomination<ul style="list-style-type: none"><li>○ Exec agreed they would like to, as an organization, nominate a health librarian who is soon to be retiring. We will also announce their retirement to the HLABC membership.</li></ul></li><li>● CHLA Knowledge Synthesis Interest Group (KSIG) collaboration:<ul style="list-style-type: none"><li>○ KSIG would like financial support (honorarium sponsorship) in planning a March/April 2024 event regarding accessibility issues in knowledge synthesis, coordinated through Zahra Premji. HLABC was asked because as a chapter we have been noticeably active in the evidence synthesis corner of health librarianship.</li></ul></li></ul> | <b>Saeyong to:</b> <ul style="list-style-type: none"><li>-Draft retirement announcement</li><li>- Circulate draft to HLABC exec</li><li>- Send finished copy to Vinny to post on website and circulate to email list</li><li>- Send finished copy to CHLA for circulation to membership</li></ul> |

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| <ul style="list-style-type: none"> <li>○ Upon discussion with Zahra, they are happy with simply the honorarium sponsorship of approx. \$200, and the KSIG will take on the remaining work in organizing. Any additional involvement would be optional on our part, and the event would be free to attend.</li> <li>○ Upon discussion, in addition to sponsorship HLABC will: <ul style="list-style-type: none"> <li>■ Market event on our listserv</li> <li>■ Add event to our website</li> </ul> </li> </ul>   | <p><b>Saeyong</b> will email Zahra to confirm our financial contribution to the upcoming event and that the remainder of the organizing activities will be undertaken by KSIG.</p> |
| <p>President's Update</p> <ul style="list-style-type: none"> <li>- HLABC archived documents <ul style="list-style-type: none"> <li>- Saeyong drafted an email to the RBSC regarding a request to have Rare Books house our paper records.</li> <li>- Saeyong, Charlotte, and Aubrey went through each issue of newsletters; there were some missing issues that Charlotte can provide, resulting in a nearly-complete run of the HLABC newsletters. Most have already been digitized.</li> <li>- This year's project can be the creation of a plan to manage digital records going forward.</li> </ul> </li> <li>- Mis-addressed mail <ul style="list-style-type: none"> <li>- A letter to HLABC, c/o a past exec member, was mailed to Woodward</li> </ul> </li> </ul> | <p><b>Aubrey</b> to call BMO and inquire whether the letter received is regarding our account, or whether it's regarding the individual.</p>                                       |
| <p>Vice President's Update</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>   |  |
| <p>Past President's Update</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>   |  |
| <p>Secretary's Update</p> <ul style="list-style-type: none"> <li>- HLABC Exec inbox cleanup continues</li> <li>- Reached out to 2023 David Noble winners re: presenting at 2024 AGM; generally interested reception.</li> <li>- Question on how/when to start planning for 2024 awards, for bothCHLA conference and David Noble Prize. <ul style="list-style-type: none"> <li>- Deadline for David Noble is April 30. Proposal is to change to April 15.</li> </ul> </li> </ul>   | <p><b>Vinny</b> to finalize David Noble application wording and send to UBC iSchool for circulation to students.</p>   |

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|  | <b>Saeyong</b> to ask Sally Taylor to inform her Science and Technology class of the award.  |
| <p>Treasurer's Update</p> <ul style="list-style-type: none"> <li>- Checking in with BMO about contact details.</li> <li>- CHLA reimbursements for memberships are an option for execs. <ul style="list-style-type: none"> <li>- Chantal will be reimbursed by cheque.</li> </ul> </li> <li>- Discussion of door prize for trivia event; confirmed only 1st and 2nd place prizes were issued.</li> </ul>  |  |
| <p>CE Update</p> <ul style="list-style-type: none"> <li>- Contacted 3 potential speakers for HLABC CE event: Cultivating Culturally Safe Collections <ul style="list-style-type: none"> <li>- Ashley Edwards (SFU): Declined due to lack of capacity for Jan/Feb.</li> <li>- Jessie Loyer (Mount Royal University): No response at time of meeting; mat leave until Jan.2024.</li> <li>- Camille Callison (UFV): Will discuss further with Prubjot. Would not be available until February at the earliest, and has some questions/uncertainties. <ul style="list-style-type: none"> <li>- Positive reception from Exec; if it's a general/managerial perspective on EDI in collections management, Camille could be a great choice.</li> </ul> </li> </ul> </li> </ul> | <b>Prubjot</b> (and possibly <b>Saeyong</b> ) to discuss potential speakers for Culturally Safe Collections event with CSIG group. |
| <p>Communications Update</p> <ul style="list-style-type: none"> <li>- No updates.</li> </ul>   |  |
| <p>Student Representative Update</p> <ul style="list-style-type: none"> <li>- N/A</li> </ul>   |  |
| <p>Carryover Items</p> <ul style="list-style-type: none"> <li>- March 2024: <ul style="list-style-type: none"> <li>- Check for cost and registration details for CHLA conference, in preparation for potential HLABC award.</li> </ul> </li> <li>- AGM 2024: <ul style="list-style-type: none"> <li>- Archives management(digitization, records management, paper archives). McGill vs UBC</li> </ul> </li> </ul>  |  |

proposed for management of HLABC Forum newsletter archives (see November 2023 minutes for more information)

- To communicate: For renewals that happen in the mid-calendar year, reach out to exec and we will evaluate on a case-by-case basis.
- 2023 David Noble Prize winners will be invited to present at 2024 AGM once the AGM date is confirmed.
- To add to annual report: spring 2024 KSIG accessibility in knowledge synthesis event (theme: collaboration)
- Whenever there's extra capacity:
  - Discuss Paypal and how we can transition to e-transfers(or if we want to)
- Student Representative: send out another callout for future
- Idea(s) for future social events:
  - Surprises and challenges in health librarianship