



**Hospital Library Services Program Advisory Committee Meeting
Friday, June 12, 2020 at 10 AM**

Minutes

Present: Jean Jenkins (Lourdes); Neyda Gilman (Binghamton U); Laura Dixon (Bassett); Cassey Cornish (Cayuga Medical); Molly Brown (SCRLC)

Excused: Brad Zehr (Guthrie); Catherine Knapp (UHS); Mary-Carol Lindbloom (SCRLC)

1. **May meeting minutes** – approved

2. **Around the Table** –

a. Jean:

- i. She is still working from home until 9/8/2020, but goes in to library on Thursdays for the CME luncheon (virtual) to assist the speaker of the week with the technology in the library.
- ii. Lourdes is doing elective surgeries, but no visitors.
- iii. She is still attempting to determine who is accepting returns.
- iv. Lourdes is now lending physical items.

b. Laura:

- i. Bassett is still reducing the hours of some employees. Laura and Matt remain on reduced hours at this time, but hope to be back to fulltime soon.
- ii. Bassett has a need for staff to help run temperature-check stations for staff, patients, and visitors (see iii). Working at these stations is an option for those on reduced hours who need more hours to achieve fulltime pay. (Matt and Laura are among those who will be participating in this work). This function will likely be needed through the end of the year, and the current plan is that staff members from all divisions of Bassett Medical Center will be participating in providing this function as long as it is required.
- iii. Bassett is doing now doing elective surgeries. It is also participating in a two week visitation trial, which allows for time-limited visitation of hospitalized patients.

c. Neyda:

- i. Most staff still working from home through the summer.
- ii. Main Library is open for pick up/drop off.
- iii. Very limited staff in the library.

- iv. When the library opens for very limited hours in the fall, faculty & students will be allowed to work in the library with strict safety protocols.
 - v. Classes are online this summer. Many will also be online for the fall.
 - vi. She is attempting to get her Nursing students the resources they need, but the lack of eBook availability is difficult.
 - vii. She has 30 minutes for a virtual orientation for Pharmacy students; still waiting to hear about Nursing students' orientation.
- d. Cassey:
- i. Still at Cayuga Medical daily.
 - ii. Getting a lot of DOCLINE requests
 - iii. Open for elective surgeries – no visitors.
3. **Final Grant reminders** – All present had already sent in final grant reports.
4. **Budget** –
- a. The Board approved the 22.59% Budget, which means HLSP will lose Stat!Ref when the renewal is due and there will be no grants this year. Membership dues will be less, to assist members who may be facing budget issues.
 - b. Ovid cost-share journals and NEJM will remain.
5. **HLSP Survey Data** –
- a. Laura will send Molly Bassett's results from a similar survey, and Molly will analyze the data from Cassey from the SurveyMonkey one we had created.
 - b. Once Molly has all these, she will analyze and write up a final report on the survey for SCRLC's end of the year report. It will also inform our marketing plan, which is one of our activities for the coming year.
6. **Activities 2019-2020 & 2020-2021:**

2019-2020 Activities:

- a. Review and recommend medical/health-related electronic resources for group purchases. **(Will continue to do this in 2020-2021 as well)**
- b. A needs assessment survey directed at physicians, nurses, administrators, and other in hospitals without librarians. The few hospitals with librarians are welcome to use the assessment tool, as well. **(This survey failed, in that we only were able to collect significant data from 3 libraries, however with just that data, we already know a marketing plan is needed, thus we will use the analysis to assist us in creating a Marketing Plan for 2020-2021).**
- c. Create a marketing plan for our HLSP libraries to assist with outreach, continuing education, etc. The survey we create will be a good place for us to get raw data and help us in formulating the marketing plan that may address the issues reported back to us as well as how to proceed in addressing these. **(This Activity will be carried over to 2020-2021).**
- d. Create profiles for each member hospital in order to understand strengths and weaknesses; hospital resources received through SCRLC; bed counts; partner networks, and new areas of opportunity for SCRLC involvement and service offerings. Field visits will help enhance this document. **(Molly will continue to update this document as services and resources change. Field visits will be done virtually until further notice in 2020-2021).**

- e. Continue to monitor changes to DOCLINE and assist HLSP members with any issues they encounter. (**Ongoing, continue through 2020-2021**).
- f. Continue to update the HLSP LibGuide, as well as the HLSP page of SCRLC's website. (**Continue through 2020-2021**)
- g. Investigate provision of at least one NN/LM class that would focus on **DEI** in the upcoming year: <https://nnlm.gov/mar/training/schedule>. (**Continue for 2020-2021**).
- h. Promote National Network of Libraries of Medicine (NN/LM) programs on issues of **DEI**. (i.e. Jessica Pettit webinar series: <https://nnlm.gov/classes/diversity-equity-and-inclusion-nine-conversations-matter-health-sciences-librarians-jessica>) (**Completed 2019-2020**).

Activities for 2020-2021 summary:

- a. Review and recommend medical/health-related electronic resources for group purchases.
- b. Create a marketing plan for our HLSP libraries to assist with outreach, continuing education, etc.
- c. Continue to update profiles for each member hospital in order to understand strengths and weaknesses; hospital resources received through SCRLC; bed counts; partner networks, and new areas of opportunity for SCRLC involvement and service offerings. Field visits will help enhance this document (field visits will be virtual until further notice).
- d. Continue to monitor changes to DOCLINE and assist HLSP members with any issues they encounter.
- e. Continue to update the HLSP LibGuide, as well as the HLSP page of SCRLC's website.
- f. Investigate provision of at least one NN/LM class that would focus on **DEI** in the upcoming year: <https://nnlm.gov/mar/training/schedule>.

Next meeting August – Molly will send Doodle poll.

Notes taken by Molly Brown