The December 9, 1986 Executive Committee Meeting of the Colorado Council of Medical Librarians was held at National Jewish Hospital in Denver, with Karla Britain presiding. The meeting began at 10:55 a.m.

Members in attendance:
Karla Britain          Pat Perry
Anita Westwood        Leigh Kuntz
Vicki Milam           Merrie Jo McNally
Susan Brandes         Kate Elder

Approval of new Nominating Committee members
The Board approved the appointments of Catherine Reiter and Margaret Illes to the Nominating Committee.

CHA Representative
Susan Brandes, this year's CHA representative, does not wish to continue as representative in 1987. Anita Westwood will represent CCML next year. She reported that she has spoken with Sharon Trout, director of education for CHA. She will attend a meeting in January on the annual CHA meeting in Vail and will report on this at the January business meeting, where the members will need to decide what, if anything, to plan for the Vail meeting.

1987 Budget - Finalized
Members discussed the budget categories and amounts. It was decided to eliminate funds allotted for the Twinning project, since nothing has come of it so far. Vicki will speak with Catherine Reiter, 1986 Mailing Coordinator, and Eleanor Krakauer, 1987 Mailing Coordinator, about mailing costs, and also with Marla Graber about the charge for the directory labels. Vicki will include a copy of the budget in the January mailing.

Membership application
The Board went over the current application process. Currently, members send completed forms to the Treasurer, who sends copies to the Membership Chairman and the Secretary. It was decided to eliminate sending copies to the Secretary. Vicki will send out the forms in the January mailing.

January Business Meeting
The January Business Meeting will be held on January 28, not on January 21 as originally scheduled. The meeting was planned to be at Children's Hospital, however, it may be changed.

Mailing deadline
The mailing deadline is January 7 and the deadline for Council Quotes is December 31.

1987 Schedule of meetings for Executive Committee
Karla noted that, traditionally, Executive Committee meetings have been held after DAHSLC meetings, since most members were in both groups. Often DAHSLC meetings do not end punctually and fewer members of the Committee are in DAHSLC. After discussion, the next meeting will be on February 10, Tuesday, at 8:30 a.m. Anita suggested that meetings be held in a central place and
proposed meeting at Denver General Hospital. Vicki will send out notices.

Council Quotes editor requests attendance at meetings

Carol VerValin, Council Quotes editor, had asked Anita to urge the Board to include her in Executive Committee meetings. She felt she could do a better job if she was aware of the issues discussed. After discussion and referring to the by-laws, it was decided not to include the Council Quotes editor because one of the duties of the Member-at-Large is to report relevant news from the meetings to the editor. Vicki will explain the decision to Carol.

Survey Results

Susan reported that she has received 49 responses so far. Ninety-four surveys were sent out. The deadline is Monday, December 15.

Karla will talk to Barbara about compilation methods and she, Barbara, Susan, Anita and Vicki will compile the results. This group will try to meet soon and possibly be ready for a discussion of the survey results at the January business meeting.

Colleague Connection

Pat reported that the Colleague Connection will present a program titled "Barriers to Information Management" on February 17, at 4:30, at the Executive Tower Inn. Anne Klenk is our representative on the steering committee. The group has requested that every association send out copies of our brochure and our newsletter to the presidents of the various library associations involved. It was noted that the Mailing Coordinator will need the list of names.

Administrators Reception

Susan wondered if the committee needs more volunteers. Martha Good, DGH, has offered to help.

The meeting was adjourned at 11:40 a.m.

Kate Elder
Secretary
COLORADO COUNCIL OF MEDICAL LIBRARIANS STRATEGIC PLAN SURVEY

Please take a few moments to fill out this very important survey for the Colorado Council of Medical Librarians. Return the survey to . Deadline for return is December 15, 1986.

1. There can be several reasons why library personnel join the Colorado Council of Medical Librarians. Indicate which were your reason(s) when you FIRST joined CCML and mark (x) ONE PRIMARY reason for your initial membership.

<table>
<thead>
<tr>
<th>All Reasons (Mark all that apply)</th>
<th>Primary Reason (Mark only one)</th>
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<tbody>
<tr>
<td>Colleagues were members</td>
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<tr>
<td>Camaraderie through working and sharing ideas with other members</td>
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<tr>
<td>Opportunity to become more directly involved with a professional organization</td>
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<td>Access to cooperative exchanges to lower individual library's costs</td>
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<tr>
<td>A friend asked me to join</td>
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<td>Prestige among my coworkers</td>
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<td>Education opportunities</td>
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<tr>
<td>Membership dues paid by employer</td>
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<tr>
<td>Predecessor was member</td>
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<tr>
<td>Other, please specify:</td>
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2. Rate each of the following reasons for your continued membership in CCML.

<table>
<thead>
<tr>
<th>Very Important</th>
<th>Not Important</th>
<th>No Opinion</th>
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<td>5 4 3 2 1</td>
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</table>

- Colleagues are members
- Personal satisfaction in belonging to a professional organization
- Access to news on librarianship
- Dues are paid by parent organization
- Co-workers', peers', and/or administrator's perception of value of CCML membership
- Access to Isabelle T. Anderson Collection
- CCML Journal Locator participation and use
- CCML salary survey participation/information
- Participation in Online User's Group
- CCML Council Quotes
- CCML business meetings
- CCML education programs following business meetings
- CCML sponsored CE courses
- Opportunity to hold office in a professional organization
- Other, please specify: _______________________.

3. Do you consider CCML to be your PRIMARY professional association membership? (Mark only one.)
   ___ Yes
   ___ No, please specify the organization: ____________________________________________________
   If no, why not? ____________________________________________________

4. CCML should consider merging with other similar state library organizations/associations.
   ___ Yes
   ___ No
   If yes, please state which one(s): ______________________________________________________
   Explain reason for such a merger: ______________________________________________________

5. If you have not held an office, either elected or appointed, or not served on a committee in the last two years, please check the reason(s) why. (Mark all that apply.)
   ___ Not asked to serve or run for office.
   ___ Do not feel qualified.
   ___ Just not interested.
   ___ Do not have time because of work responsibilities.
   ___ Do not have time because of home responsibilities.
   ___ Supervisor would not support my involvement.
   ___ Served prior to the last two years and want others to have the chance.
   ___ Live and work too far away to attend meetings other than the business meeting.
   ___ Other (please specify): ____________________________________________________________

6. What additional services NOT CURRENTLY offered would you like to see offered by CCML? (Please list.)

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

7. How important to your professional development are CE and other educational programs sponsored by the following organizations?

<table>
<thead>
<tr>
<th>Organization</th>
<th>Most Important</th>
<th>Not Important</th>
<th>No Opinion</th>
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<tbody>
<tr>
<td>Colorado Council of Medical Librarians (CCML)</td>
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<tr>
<td>Denver Area Health Sciences Libraries Consortium (DAHSLC)</td>
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<td>Medical Library Association (MLA)</td>
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<td>Special Libraries Association (SLA)</td>
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<td>Colorado Library Association (CLA)</td>
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<tr>
<td>American Society for Information Specialists (ASIS)</td>
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<tr>
<td>American Library Association (ALA)</td>
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</tbody>
</table>
8. Indicate your interest in the following CCML publications.

<table>
<thead>
<tr>
<th>Publication</th>
<th>Read/Refer</th>
<th>Read/Refer</th>
<th>Do Not Read</th>
<th>Do Not Receive</th>
<th>Not Aware of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Quotes</td>
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<tr>
<td>CCML Directory</td>
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<tr>
<td>CCML Minutes</td>
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<tr>
<td>CCML Journal Locator</td>
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</table>

9. How would you improve Council Quotes?

10. How would you improve CCML Directory?

11. How would you improve CCML Journal Locator?

12. Please note the number of meetings/programs you have attended in the last two years (1985 and 1986) for each of the following.

___ CCML online users group
___ CCML business meetings
___ CCML programs held after business meetings
___ Social/coffee time at CCML bimonthly meeting
___ CCML sponsored MLA education programs
___ Other, please specify: _______________________

13. If CCML continues its present offerings of an online users group, business meeting and educational program, which format would you prefer? (Mark one.)

___ As they are now - online users group, followed by business meeting, followed by educational program.
___ Alternate meetings: have online users group and business meeting only - next meeting educational program only.
___ Alternate meeting: online users group and educational program only - next meeting business meeting only.
___ Other (please specify): _______________________

14. What future activities would you support if offered through CCML?

___ Breakfast round tables on special interest topics.
___ Other (please specify): _______________________

Mid Continental Medical Library Association (MCMLA)
Other, please specify: _______________________

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15. What part of the month is best for you to attend CCML meetings/programs? (Check only one.)

___ Beginning of the month (approximately days 1-10)
___ Middle of the month (approximately days 11-20)
___ End of the month (approximately days 12-31)
___ Does not matter

16. Which time of the day would you prefer to have CCML meetings/programs? (Check only one.)

___ Morning workday
___ Afternoon workday
___ Evening workday
___ Does not matter

17. How often should CCML meetings be held during the year? (Check only one.)

___ Annual (1 per year)
___ Semi-annual (2 per year)
___ Quarterly (4 per year)
___ Bimonthly (6 per year)
___ Monthly (12 per year)

18. Please rate the importance of each of the following in your decision to attend a CCML meeting/program:

<table>
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<tr>
<th></th>
<th>Very Important</th>
<th>Not Important</th>
<th>No Opinion</th>
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<tbody>
<tr>
<td></td>
<td>5   4   3</td>
<td>2   1</td>
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<tr>
<td>Online users topic</td>
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<tr>
<td>Program topic</td>
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<td>Location</td>
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<td>Speakers</td>
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<td>Time of day</td>
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<td>Workload at institution</td>
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19. Which of these issues and problems concern you as a medical librarian? (Mark all that apply.)

This Year  In 2 Years  In 5 Years

Computerizing the library operation
Maintaining collection at reduced budget
Charging fees for services
Downsizing of institution for which you work
Affect of DRGs on library operation
Affect of for-profit corporation buying your facility
Developing new product lines in library
Federal legislative/regulatory information affecting libraries
Personnel issues with a growing staff
Personnel issues with decreasing staff
Other, please specify: __________________________________________________________
20. Which topics would you like to see covered in the next 3 years at CCML meetings/programs?

<table>
<thead>
<tr>
<th>Topic</th>
<th>Very Important</th>
<th>Not Important</th>
<th>No Opinion</th>
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</thead>
<tbody>
<tr>
<td>Library Management</td>
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<td>Personnel Issues</td>
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<td>Computer Issues</td>
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<td>Technical Services</td>
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<td>Collection Development</td>
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<td>Health Care Delivery Trends</td>
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<td>Medical Topics</td>
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<tr>
<td>Other, please specify:</td>
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21. Please indicate the number of library staff including yourself in your library operation.

- ___ 1
- ___ 2
- ___ 3
- ___ 4
- ___ 5 or over

22. Which of the following best describes your present job classification? (Mark only one.)

- ___ Library Director
- ___ Assistant Librarian
- ___ Reference Services Librarian
- ___ Technical Services Librarian
- ___ Library Technician
- ___ Other, please specify: __________________________

23. Approximately how long have you been a member of the Colorado Council of Medical Librarians?

- ___ 2 years or less
- ___ 2.1 to 5 years
- ___ 5.1 to 10 years
- ___ 10.1 and over

24. Please indicate your highest level of formal education.

- ___ High school diploma
- ___ Attended college - no degree
- ___ Associate degree
- ___ Bachelor's degree
- ___ Master's degree
- ___ PhD, JD, etc. degree
25. Which best describes your current primary library location?

A. Metropolitan area with a population greater than 500,000:
   ___ Central city location
   ___ Suburban location

B. Metropolitan area with a population between 100,000 and 500,000:
   ___ Central city location
   ___ Suburban location

C. ___ City of 50,000 to 99,999 population

D. ___ City of 20,000 to 49,999 population

E. ___ Rural (less than 20,000 population)

Thank you for completing! Return this survey to by December 15, 1986.
PLANNING FORMAT

Review and revise Mission Statement (Purpose)
Prepare general Vision Statement (1 page)
Environmental scan
Identify major issues/concerns CCML should address
Establish a taskforce for each issue
Prepare goals for a five-year period
Prepare goals, objectives and action steps for annual operating plan
Establish responsibility for action
Establish evaluation process