COLORADO COUNCIL OF MEDICAL LIBRARIANS

MEETING NOTICE AND AGENDA

Wednesday, December 9, 1998
Denver Health Medical Center
Classroom A, Second Floor
777 Bannock Street
Denver, CO

REFRESHMENTS
8:30 - 9:00 am

Please introduce guests to Barbara Wagner

PROGRAM
9:00 - 11:00 am

It's About Time, It's About Space: Time and File Management

Presenter

Lynne Fox, Outreach Librarian
Denison Memorial Library
University of Colorado Health Sciences Center
Denver, CO

BREAK
11:00 - 11:15 a.m.

BUSINESS MEETING
11:15 - 12:15 p.m.

Call to Order
Introduction of Guests
Minutes/Treasurer's Report
Committee Reports
Old Business
New Business
Announcements
Adjournment
From I-25 take 6th Ave. East to Delaware or Bannock St. and turn left to DHMC. From the East take 8th Ave. West to Speer Blvd. South. DHMC is right there. There is parking in various lots or street parking within a few blocks.
The December meeting of the Colorado Council of Medical Librarians was held at Denver Health Medical Center on December 9, 1998. Preceding the business meeting was a presentation by Lynne Fox, Outreach Librarian at Denison Library, “It’s About Time, It’s About Space: Time and File Management.”

The Business Meeting was called to order by President Pat Nelson at 11:20 AM. President-Elect Glenn Pflum and Secretary Sara Katsh were present. Fifteen voting members were in attendance.

Toni Freeman, a new member from the Columbine Library, was introduced as a first-time attendee.

**MINUTES**

The October 28 minutes were approved and filed.

**TREASURER’S REPORT**

In Jerry Carlson’s absence, there was no Treasurer’s Report.

**PROGRAM UPDATES**

Glenn Pflum announced that Roz Dudden will report on the Interlibrary Loan study at the February meeting. Members are encouraged to attend, since important issues will be discussed. The Executive Lunch will be held on Wednesday March 10, 1999 at Racine’s restaurant. Glenn is seeking a cosponsor (with Matthews) for lunch at the annual meeting in April.

**COMMITTEE REPORTS**

**Education Committee**  
Kristin Louden, Chair
Kristin reported that there were over 20 attendees at Lynne Fox’s session, half of whom will receive CE credit. The committee is planning a spring CE session.

**Journal Locator Committee**  
Sandy Arnesen, Chair
In Sandy’s absence, there was no report.

**Library Cooperation Committee**  
Sandi Parker, Chair
Sandi encouraged all libraries to complete the survey on service to unaffiliated users by December 18. The survey form is available on the CCML website. Results will be integrated into the CCML database.

**Membership Committee**  
Barbara Wagner, Chair
No report.
Internet Committee  
Lynne Fox, Chair  
Lynne reported that the CCML website is a year old.  
The committee is accepting ideas for additions to the site.

Interlibrary Loan Survey Task Force  
Roz Dudden, Chair  
Roz reported that the committee is analyzing the 1997 ILL data and will publish data and analyses in 1999.  
Spreadsheets will also be available on the web. Roz will present a 45-minute program at the February meeting to interpret the data and discuss implications for individual libraries and for CCML as a whole.

UNFINISHED BUSINESS

Reporting for the Colorado Library Association Legislative Committee’s Subcommittee on State Funding, Marla Graber gave an update on the State Funding proposed legislation. After the failure of last year’s initiative, CLA will propose a modified plan, eliminating the section on Major Resource Centers, and seeking $1 per affiliated patron per library to be used for materials only. Gigi Dennis, a legislator from Pueblo, has agreed to sponsor the legislation. Marla encouraged CCML members to participate in the CLA Legislative Workshop on February 17, 1999.

NEW BUSINESS

Linda Van Wert, Chair of the Nominating Committee, presented the slate of officers for 1999/2000:  
Paul Blomquist, President-Elect  
Jeff Kuntzman, Treasurer (2-year term)  
Gene Stortz, Secretary  
Pat Nelson asked for other nominations from the floor; there were none. A motion to accept the slate was passed.

Linda also proposed that CCML invite MLA to Denver for an annual meeting (probably in 2004 or 2005). A motion to that effect was passed. Pat will write the letter of invitation.

ANNOUNCEMENTS

Pat announced that Sandi Parker will represent CCML on a panel at the Colleague Connection program in March, 1999.

The meeting was adjourned at 12:05 PM.

Sara Katsh  
CCML Secretary
It’s About Space, It’s About Time:
Time and File Management

Presented by Lynne Fox
Outreach Librarian, Denison Memorial Library, UCHSC

❖ Do you have files saved on your PC that haven’t been opened since the Bush administration?
❖ Is your desk littered with sticky notes, to-do lists and lots of exclamation marks?
❖ Do you still have your first OPAC vendor’s newsletters carefully filed away?

Lynne Fox has gathered time-tested ideas for managing time and staying organized. Return to work inspired to put what you’ve learned into action!

Wednesday, December 9, 1998
9 – 11 a.m.
Denver Health Medical Center Classroom A (Second Floor)
This class may be taken for free or for credit. If for CE credit, the charge is $10.00.

2 MLA Credits
$10.00
Registration must be received by December 4, 1998

Registration for “Space & Time”

Make check payable to “CCML” for $10.00 per person

Send completed registration form and check to:

Kristin Louden
Reference Librarian
Denison Memorial Library, Campus Box A003
University of Colorado Health Sciences Center
4200 E. 9th Ave.
Denver, CO 80262-0003
CCLS Courier Code: UCHSC

Your Name: ____________________________________________________________

Library/Institution ______________________________________________________
Address ______________________________________________________________
Phone __________________________ E-mail _________________________________

Questions on content may be directed to: Lynne.Fox@uchsc.edu
Questions on registration may be directed to: Kristin.Louden@uchsc.edu