

Library Committee Meeting, October 1983

Lehigh Valley Health Network

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LEHIGH VALLEY HOSPITAL CENTER
AND
THE ALLENTOWN HOSPITAL
JOINT LIBRARY COMMITTEE MINUTES
OCTOBER 20, 1983

PRESENT

Richard Cipoletti (Exc.) - HC
Dean F. Dimick, M.D. - HC, AH
Kay Fenstermaker, R.N. - AH
Donald H. Gaylor, M.D. (Exc.) - HC, AH
Charles Gordon, M.D. - Chairman
Clyde Kelchmier, M.D. - HC
George Kirchner, D.D.S. (Exc.) - AH
Martha Lusser, M.D. - HC
Mark Mishkin, M.D. - HC
Forest Moyer, M.D. - AH
David Sussman, M.D. - HC
Kenneth Weston, M.D. (Exc.) - HC
Thomas Yarcheski, Ph.D. (Exc.) - HC
Harvey Yorke - AH
Carolyn C. Nippert - HC
Barbara J. Iobst - AH
Robert Roeshman, M.D. (Exc.) - HC

ABSENT

John Bulette, M.D. - AH
Joseph Candio, M.D. - AH
William DeFeo, D.P.M. - HC
George Hartzell, M.D. - HC
Gregory Lang, M.D. - AH
Larry Merkle, M.D. - HC
Donald Morel, M.D. - AH
Robert Oriel, M.D. - HC

Gerald Sherwin, M.D. - AH
Sharon Smith, R.N. - HC
John Wheeler, M.D. - AH

CALL TO ORDER:

The meeting was called to order in the AH Cafeteria Conference Room at 1130 hrs. on October 20, 1983, when a quorum was present.

MINUTES APPROVED:

The minutes of the Library Committee Meeting held September 29, 1983 were approved with the following corrections:

1. A revised page 3 was distributed. The wordexecutive was inserted in the last sentence of the first paragraph and in the first sentence of the third paragraph under AD HOC COMMITTEE REPORT.
2. The list of requests by Allentown Hospital was approved with the following exceptions:
 - a. Dr. Allman will be asked to select one of the two pediatric rheumatology books.
 - b. Intensive Review of Internal Medicine II (av) was not approved.
 - c. Update Program, ACOG (av) was not approved.
3. The reference to the loss of books for the Allentown Hospital as 10.5% (p.2 paragraphs 1 and 3) is incorrect. The procedures for the AH and LVHC differed so the results of the inventory can not be expressed in compatible terms.

INVENTORIES

It was agreed that the librarians conduct annual inventories of all library materials and standardize their procedures so the results can be more easily analyzed.

AD HOC COMMITTEE REPORT REVISIONS

Dr. Dimick indicated that he had distributed copies of the report to the members of his AD HOC Library Committee and members of the Joint Library Committee for their comments. The majority of comments received to date have been favorable.

Mr. Yorke presented the revisions that he and Mr. Cipoletti discussed prior to the meeting. They jointly recommend Section II: Administrative InterRelations of the two libraries be revised to include two other alternatives to assuring administrative coordination and cooperation with respect to library operations:

- a. Both administrative officers would agree on one librarian to act in a senior capacity to coordinate shared programming, recognizing that each librarian would continue to be directly accountable for the operations of their respective library departments.
- b. Develop a managerial steering committee of an administrative officer and librarian from each hospital to meet monthly prior to each joint library committee meeting to coordinate library activities and provide joint recommendations as may be appropriate.

Mr. Yorke indicated that he and Mr. Cipoletti have already taken steps to pursue the steering committee approach to at least begin a more coordinated joint approach to the operations of each hospital's library.

Upon motion duly made and seconded the committee unanimously agreed to approve the first draft of the Ad Hoc Committee Report in principle.

Dr. Dimick, Dr. Gordon, Mr. Cipoletti and Mr. Yorke will meet to fully review and discuss the draft before it is finalized by Dr. Dimick.

JOINT LIBRARY COMMITTEE BYLAWS REVISION

Upon motion duly made and seconded the following bylaw was unanimously approved:

Membership for this committee shall be derived from members of the Medical-Dental Staff - Active and/or Provisional, Administrative, Nursing Services, Allied Health Professional, Medical Records Services, and such other hospital departments as are appropriate to the function(s) to be discharged. There shall be a minimum of three members from the Active and/or Provisional Staff, one of which shall be the Chairperson. The librarians shall be ex officio members. It shall meet monthly at alternate locations.

The committee shall be responsible for the assurance of adequate libraries in each institution through cooperative planning, organizing, interpreting, budgeting, implementing and evaluating the libraries' services.

Dr. Gordon will submit the recommendation for the bylaw change to the Medical Staff Bylaw Committees at the Allentown Hospital and the Lehigh Valley Hospital Center.

JOURNAL SUBSCRIPTION CAMPAIGN

Dr. Gordon read the draft of the cover letter he would be sending to members of both of the Medical Staffs encouraging them to contribute money toward individual journal subscriptions for the libraries.

The librarians will develop a joint list of journals by specialty that will be accompanying the cover letter. The physicians can select a title and indicate which library will receive the gift subscription. The librarians will have an appropriate poster prepared and distributed advertising the campaign. The librarians will also determine an appropriate means, i.e., book plate, stamper, etc. of giving proper recognition to the contributor for the gift.

DEPARTMENTAL LIBRARIES

C. Nippert presented guidelines which would create a Learning Resources Committee at the Lehigh Valley Hospital Center to address these concerns (See Exhibit A) The guidelines were discussed and tabled.

Dr. Gordon suggested that the committee should be a subcommittee of the library committee for the first year and that the monies for departmental libraries should be included in the library's budget. He indicated that the matter of budgeting is of immediate concern and should be acted upon promptly so the mechanism will be in place prior to the next budget cycle.

BOOK REQUESTS

The following requests submitted by B. Iobst were approved:

1. Braunwald, Eugene. Heart Disease. 2d ed. Saunders, 1983 \$89.00
2. Boggs. White Cell Manual. 4th ed. Davis, 1983. \$6.95.
3. Weiner. Neurology for the House Officer. 3d ed. Williams, 1983.
4. Wickham, J.E.A. Percutaneous Renal Surgery. Churchill, 1983. \$40.00.

AGENDA FOR NEXT MEETING

Agenda

1. Secretarial responsibilities for the joint library committee.
2. Administrative rerouting of funds for departmental libraries at the Lehigh Valley Hospital Center
3. Master plan for creating a computerized list of the libraries' journal holdings as part of the pharmacies' drug information center.
4. Update on the campaign for journal subscriptions (posters and bookplates)

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ADJOURNMENT

The Joint Library Committee meeting adjourned at 0100 hours. The next meeting will be held on November 17, 1983 at the Lehigh Valley Hospital Center Conference Dining Room at 1130 hrs.

Respectfully submitted,

Barbara J. Iobst

Barbara J. Iobst, Director
AH Library