

MEDICAL LIBRARIANS' GROUP

(VICTORIA)

NEWSLETTER

FEBRUARY 1978

Minutes of the meeting held at the Hospitals and Charities Commission of Victoria, Library, on Tuesday 15th November, 1977.

Apologies were received from, Fay Baker, Anne Harrison, Helen Cotsell, Cheryl Soafkin, Stacey McEwan, Judith Quilter, Joan Martin, Lucille Mitchell, Gayle Edwards, Heather Roberts, Noeleen Sherwin, Virginia Stevenson, Marjory Pinder, Libby Griffith, Max McMaster, Yvonne Sutherland.

Food and wine were served to mark the final meeting of the year.

The meeting was chaired by the President Ms. Liz Osborn

1. Minutes from the previous meeting were confirmed.
2. Ms. Sandra Russell presented a report on the Australian Medical Librarians' Groups National Council, meeting in Hobart, 28th August, 1977. Below is the text of her report:-

"1. The Constitution, as amended, is attached. Five clauses were amended. Suggested amendments were submitted the groups in Victoria, Queensland and Western Australia. Most of the amendments suggested by Victoria were adopted.

Attention is drawn to the amendments of clauses 1 and 7.

Clause 1: It was felt that the alteration of the word 'group' to 'groups' in the name gives a more accurate description of the role of the Council. Each state's Group still functions as an autonomous body, and the Council is mainly a means of communication.

Clause 7: This clause was left open because it has been found over the past two years that separate finance has not be required. Only minor expenses have been incurred and these have been met by the relevant state Group of the representatives' place of employment.

2. The Newsletter will continue to be compiled by George Franki. The new Convenor was not willing to take on this extra work, and Mr. Franki volunteered to continue the work. He hopes to publish at least two issues per year.

Copies of each state Group's newsletter and/or minutes should be sent to Mr. Franki, and also to Mrs. Shirley Liki, the new Convenor.

3. The new Convenor is Mrs. Shirley Liki, Department of Health, Canberra. (The next LAA conference will be held in Canberra in 1979). Mrs Liki will be responsible for coordinating any national action, and communication between the Groups. She will also establish and maintain contacts at a national level with the Medical Library Association and the New Zealand Health Science Librarian.

4. Mr. Don Jamieson from Otago University, N.Z. was present as an observer, and will assist with maintaining contacts with N.Z.

5. Future conferences. The NZLA Conference, March 1978 will include papers on patient information and health education.

The Special Libraries Section has requested suggestions for sessions at their conference in 1978, on the subject of interdependence (e.g. cooperation of public and medical libraries for health education and patient information).

The LAA conference for 1981 will be combined with the NZLA conference, and held in Christchurch, New Zealand."

Sandra Russell
M.L.G. (Vic.) Representative.

AUSTRALIAN MEDICAL LIBRARIANS' GROUPS NATIONAL COUNCIL

AMENDED CONSTITUTION: 28th August, 1977

1. NAME: Australian Medical Librarians' Groups National Council
2. OBJECTS: To campaign for support in appropriate areas of medical library services, through representations to the Australian Government or other authorities;

to make it possible for matters concerning medical librarianship generally to be dealt with on a national level;

to support the State Medical Librarians' Groups in their efforts to improve the standard of medical librarianship and the status of librarians in medical libraries.
(not amended)
3. MEMBERSHIP: The Council to consist of one representative nominated by the Medical Librarians' Groups of each State and the A.C.T.
4. TERM OF MEMBERSHIP: Each representative to be elected to the Council for a term of two years.
5. PROXIES: Members of the Council to have the right of proxy representation if necessary. Proxies to be endorsed by the State Medical Librarians' Group whose representation is involved.
(not amended)
6. OFFICE BEARERS: The Council to be empowered to elect its own office bearers as and when required.
(not amended)
7. FINANCE: (This clause left open).
8. MEETINGS: Meetings of the Council to take place at least once in every two years, at the time of Biennial Conference of the Library Association of Australia.
The Convenor for such biennial meetings should be the representative for the Group in the State acting as host for the Conference.
(not amended)

9. RULES: Separate rules to be drafted as and when needed.
(not amended)
10. AMENDMENT OF CONSTITUTION: Each member of Council shall vote according to direction of his/her member Group, and the amendment shall be passed by a simple majority of the Council members. Proposed amendments may be circulated to State Groups and a meeting of the Council need not be called to pass any amendments.
11. DISSOLUTION: (This clause left open) (not amended)
12. QUORUM: A meeting of the Council will be deemed to be unconstitutional unless there is a minimum of four members in attendance.
(not amended)

ADDENDUM: RULE Each Council member shall provide a yearly membership roll of the State which he/she represents at a date to be determined by the Council.

Following Sandra's report, Mrs. Fiona Wright, from Toastmistress' International gave us some ideas on how committee meetings are run, can be handled, and their function in communicating. A summary of the points covered follows:-

1. The Chairman's jobs:

- Preparation, agenda, etc. for the meeting.
- To control the order and will of the meeting. This reflects the chairman's attitude.

2. The Stages of a Meeting:

- a) - Opening welcome
- b) - Quorum
- c) - Apologies
- d) - Minutes. Are read, a motion is moved that they are confirmed as a true and accurate record.
- e) - Business arising
- f) - Correspondence, inwards and outwards, and business arising from the correspondence
- g) - Reports are presented, either verbal or written
 - Treasurer's Report, giving details of bank balance, income and expenditure.
A copy is given to the Chairman, and Secretary for the minute book.
 - Accounts - if any have to be passed for payment, these are enumerated, moved and seconded.
 - Executive Reports, if they have held meetings in between general meetings.

It can be moved that the reports be either, accepted, which means it has been heard, but there is no commitment to all the decisions made, or, adopted, in which case everything is agreed to.

After the reports, then comes - Business Arising, from them

- h) - General Business
- i) - Guest Speaker
- j) - Votes of thanks
- k) - Announcements
- l) - Close

The above is an outline for the Order of a Meeting.

3. Motions and Debates:

- The Chair must keep track of the meeting
- a) - Mover: must be recognized by the Chair
- b) - Seconder:
- c) - Speaker Against:
- d) - Speaker For:
- e) - Amendments
- f) - Seconder to Amendment:
- g) - Resume Debate on the Motion
- h) - Mover's right of reply
- i) - Vote
- j) - Result declared

If a result cannot be agreed on the matter can be adjourned for further information or referred to a committee.

Mrs. Wright concluded her talk at about 8.30 p.m.
The meeting voted her thanks.

*A recommended text on this subject is:- N.E. Renton.
Guide for meetings and organizations, a handy reference
manual for members of clubs and societies. 2nd. ed.
Sydney. Law Book Co.

Next Meeting:

Theme: Cooperation between health sciences libraries in Victoria.
Anne Harrison will talk on the Central Medical Library Organization
(CMLO)

Venue: Brownless Medical Library, Melbourne University.

When: Thursday 9th February, 1978.

Time: 6.00 p.m. for refreshments.

- Agenda:
1. Apologies
 2. Minutes
 - Business Arising
 3. Correspondence
 - Business Arising
 4. New members
 5. Sub-Committee Reports
 - a) Pat Nakouz
 - Workshops for hospital library clerical staff
 - Structure of the H.C.C. Consultative Committee.
 - b) Journal List, (and display of titles).
 6. Appointment of a new secretary.
 7. Other matters.

Medical Librarians' Group Victoria

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Phone 699-7125

Secretary: Ms. Margaret Kerr
Commonwealth Serum Laboratories
45 Poplar Road,
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Future Meetings:

Tuesday 9th May, 1978 at Hoechst.

Wednesday 9th August, 1978. The aim is to present a full day's program.

November - date to be decided

MEMBERSHIP SUBSCRIPTIONS ARE NOW DUE - FILL IN AND RETURN

NAME

LIBRARY.....

Please find enclosed my membership fee for 1977/78.

Full membership \$5.00
(Applies to persons in employment (including part-time employment) and able to participate in the Groups activities)

Corresponding membership \$2.50
(Applies to persons not participating in the Group's activities, (e.g. Interstate members); persons presently unemployed; and other interested persons).

Return to: Anne McLean, C/- Medical Library, Queen Victoria Memorial Hospital, 172 Lonsdale Street, Melbourne, Vic. 3000
