

AAHSL Future Leadership Committee Meeting Nov. 2, 2018

7:30 am – 9:00 am, Austin Hyatt Regency, Big Thicket, 2nd floor

Minutes

Present: Terms expiring in 2018 (outgoing): Darlene Parker-Kelly, Joanne Muellenbach, new directors working group: Shannon Jones, Beth Ketterman. **Terms expiring in 2019:** Jonquil Feldman; Paul Schoening (Chair 2018/2019). **Terms expiring in 2020:** Heidi Heilemann (Chair 2018/2019); Barbara Cavanaugh, Teresa Knott. **Terms expiring in 2021 (incoming):** Janice Jaguszewski (Chair Designate 2018/2019), Anne Linton, Richard Nollan. **Board Liaison:** Paul Schoening. **Program Director:** Pat Thibodeau

1. **Welcome and Introductions** – Paul Schoening asked members to introduce themselves and recognized new members Janice Jaguszewski (chair designate), Anne Linton, Richard Nollan and Mary Piorun.
2. **Report from Board Liaison** – Paul Schoening has become the new liaison since he has filled the vacancy of past president on the AAHSL Board. He provided the liaison report from the recent Nov. 1 meeting. He reported that the Board appreciates all the work FLC does. Two major issues were before the Board. They supported the policy that if a fellow becomes a director before the program starts that they will no longer be eligible for the program. If time allows another fellow will be selected and the mentor will go back into the mentor pool and a new match will be made. Wording of the policy proposed by the FLC needs to be slightly changed. The second issue was funding for fellows from non-AAHSL members. Applications will be accepted from non-AAHSL members, but the fellow's institution must become an AAHSL member or pay for all travel related expenses. AAHSL considers the fellowship program a benefit for member institutions and non-medical school libraries, such as hospital and osteopathic libraries, can join for \$900. AAHSL will be conducting an analysis of its finances and it will be looking at the fellowship program and the leadership scholarships as part of the overall budget and programs. Decisions about scholarships and changes in the LFP would need to be made by April in order to post accurate application information.
3. **Review of 2018/2019 Accomplishments:** More detailed information is available in the annual report.

Fellows Program – In 2018 the virtual sessions focused on strategic levels leadership and decision-making, the mock interview process was more standardized, the application process for fellows and mentors was updated, and the deadline for applications was earlier. The 2017/2018 cohort graduated on October 3. The 2018/2019 cohort started with their Orientation on Nov. 1. For 2019 the Capstone will be two days, there will be a 3-day immersive Institute in conjunction with MLA, and only one week-long site visit. The regular communications among the cohort and the virtual sessions will remain part of the program. The proposal to the Board analyzed the costs associated with these changes and shortened some activities to be cost neutral. Another change is that only the current FLC chair will attend the events involving travel. If the past chair or chair designate are in the area, they are welcome to join in the event if no travel support is needed. Pat and Kathryn are working on the schedule and content for the Institute and welcome input into the topics and

activities. They will be reviewing feedback from the Orientation and the 18/19 evaluation data. Drafts of the Institute schedule will be posted on Basecamp for comments and suggestions.

MLA CE – Heidi reported that Gabe Rios became a new instructor in the 2018 course, along with Heidi and MJ Tooley. The last course was held in 2014. This year's course had 11 participants and all of them attended the informational session for the fellows program at MLA. The class is 6 hours in length. MLA has asked to have content that focuses on being a director in a hospital library.

Scholarships—Leadership scholarships were suspended in 2018. Decisions about 2019 scholarships will be made after the AAHSL budget analysis is completed. One committee member coordinates the applications and works with the FLC chairs to select scholarship recipients.

Recruitment Guide for director positions – The guide was revised two years ago, but there has been discussion about making it more relevant to today's library and AHC administrators. There are now many different reporting lines and structures for HSLs that a generic guide may not address. The guide has also been an advocacy document which may make it less useful to an administrator starting up a search process. Briefer approaches, such as checklists, may work better. Recruitment firms should be another audience for the guide. The Committee suggested finding out how many times the guide has been accessed. The Board wants more emphasis on diversity/equity throughout the document. A working group or subgroup of this committee will be appointed to work on this. Barbara Cavanaugh volunteered to work on this.

Marketing – Announcements were sent out for the opening of the 2018/2019 application process. All major library associations were contacted along with those focusing on under-represented groups. The notice was in the MLA Focus and Medlib-I. For the first time an informational session was held at MLA for potential applicants. It was well attended and about a third of the 2018/2019 applicants had attended that session. The Committee thought that holding a similar session for potential mentors would be useful and could be held at MLA or AAHSL annual meetings.

New Directors Working Group – Shannon Jones (chair) and Beth Ketterman reported for the group. The group surveyed AAHSL members and from those results developed 7 recommendations including establishing a committee for coordinating events, continuing the new directors symposium at MLA or AAHSL, creating a new directors guide to provide more guidance about AAHSL, sponsoring a roundtable discussion at MLA, implementing an AAHSL listserv for new and interim directors, developing journal or book discussion groups on relevant topics, establishing 2 to 3 professional development scholarships to attend a conference or other professional development programs. There were 54 responses with 63% representing interim directors, 28% had prior AAHSL experience, and 41% did not know about AAHSL before being a director. Suggested topics included change management, balanced scorecard, mentorship, and political environment in HSL. New directors want development opportunities. Once the Working Group turns in its written recommendations it will be disbanded and new AAHSL committee or working group will be created with other representation. Shannon Jones and Beth Ketterman both indicated their willingness to continue working on new directors' programs. Paul Schoening will take the recommendation for a new AAHSL committee to the Board.

Nexus Project – The program continues to use the Layers of Leadership and asks fellows to complete a self-assessment of their competencies using the Nexus questions for layers D and E. Goals in the learning plan are also tied back to the various competencies.

4. **Program Management** – Paul Schoening reported that his was Pat Thibodeau’s first year as program director and that it was a busy and successful year.

5. **Discussion of 2018/19 Goals and Working Groups** – The committee reviewed and discussed the goals for the coming year.

a. LPF Program changes will be a major focus this year.

Revised LFP application –The application information, previously called a brochure, needs to be refreshed and updated, along with the policy changes discussed earlier. A working group will be needed and Barbara Cavanaugh volunteered to be part of that group.

Implement 3-day immersive Leadership Institute – Members will be asked for feedback as the proposed schedule and content are posted on facebook.

Plan for central location for 2020 Leadership Institute – Committee members reaffirmed the need to hold it in a central location and recommended Chicago. It should also be held in April. Pat will notify AAHSL Office staff so they can start making arrangements.

Shorten Capstone event – the final evaluation for 17/18 will help identify key groups to invite to the shortened program. NLM will remain a key component. Members thought that less emphasis on ARL would be OK. Location is an issue since ARL is charging. Anne Linton offered George Washington University as a possible location.

Revise online content -- New sessions have already been identified that augment content delivered at the Orientation and Institute.

Evaluate changes made to program -- The FLC will need to evaluate the above changes to the program.

b. Administer and evaluate LFP 2018 and select 2019 class -- two members with the FLC chairs will select the new fellows

c. Award leadership scholarships – if approved announcements need to be sent out by April 1.

d. Review and approve recommendations for programs for new directors -- recommendation for a new committee focusing on these needs will be taken to the Board

e. Recruitment brochure – review effectiveness and relevancy to institutions searching for directors – what needs to change – a working group will review and suggest changes

6. **Volunteers / assignments for 2018/2019**

Heidi will send out a call for volunteers and then will assign members to these activities: LFP Selection Committee (2), Application Revisions (2), Recruitment brochure (2 to 3), New Directors Programs (if it does not become separate committee) Scholarships (1 with FLC chairs)

7. **Meeting at MLA**

Committee members thought a meeting at MLA would be useful as well as several conference calls during the year.

8. **Appreciation of outgoing members**

Paul Schoening recognized outgoing past chair Eric Albright and committee members Joanne Muellenbach and Darlene Parker-Kelly and thanked them for all their work and contributions over the past 3 years.