

## **EAHIL Council Meeting Minutes**

**Date: Wednesday 10 June 2015**

**Time: 10:30 -11:30,**

**Venue: Edinburgh, Main Library, George Square**

### **Present**

*Board members:* Lotta Haglund (Chair), Marshall Dozier, Peter Morgan, Karen Johanne Buset (minutes), Tuulevi Ovaska, Maurella Della Seta, Anna Kågedal, Suzanne Bakker, Federica Napolitani Cheyne, Francesca Gualtieri

*Council- and SIG members:* Inge Discart (Belgium), Tiina Heino (Finland), Elise Johansson (Finland), Minna Liikala (Finland), Gaetan Kerdelhue (France), Sabine Buroh (Germany), Niamh Lucey (Ireland), Federica Napolitani Cheyne (Italy), Valeria Scotti (Italy), Daiva Jurksaitiene (Lithuania), Gerdien de Jonge (Netherlands), Hanne Dybvik (Norway), Regina Kűfner Lein (Norway), Jannicke Rusnes Barnes (Norway), Witold Kozakiewicz (Poland), Susana Henriques (Portugal), Alicia F. Gómez (Spain), Verónica Juan-Quilis (Spain), Mar Gonzales Cantalejo (Spain), Helen Sjöblom (Sweden), Margareta Sundin (Sweden), Linda Thorn (Sweden), Isabelle de Kaenel (Switzerland), Mesra Sendir (Turkey), Isla Kuhn (UK), Helen Buckley Woods (UK), Katri Larmo (PHIG SIG), Tomas Allen (PHIG SIG), Michelle Wake (Pharma SIG), Daniela Hacke (for Caroline Vandeschoor) (CAM SIG).

*Observers:* Dina Vrkic (for Lea Skoric) (Croatia), Adela Jarolimkova (for Helena Bouzkova) (Czech Republic), Gunnhild Austrheim (Norway), Silvia Lopez for Margarida Meira) (Portugal), Gerhard Bissels (Switzerland), Catherine Voutier (for Ann Ritchie, Health Libraries Australia - Australian Library & Information Association - ALIA), Rehema Chande-Mallya (Association for Health Information and Libraries in Africa - AHILA), Shane Godbolt (Partnerships in health information UK), Helen Gorrington, (CILIP, Health libraries Group, UK), Carol Lefebvre (MLA Representative to EAHIL)

*Online participation:* No online participation. Description for online participation is attached as an appendix

### **1. Welcome and apologies for absence**

Lotta Haglund (LH) wished all welcome, and gave a brief introduction to Council members duties and responsibilities. The Council is an advisory group for the Board and acts as a link between the members in their country and the Association. Council members also have an important role in presenting EAHIL and recruiting new members.

Apologies for absence were received from Ghislaine Declève (Board), Ann De Meulemeester (Belgium), Lea Skoric (Croatia), Helena Bouzkova (Czech Republic), Sigrid Prank (Estonia), Ulrich Korwitz (Germany), Gyongyi Karácsony (Hungary), Anna Sigrídur Gudnadóttir (Iceland), Octavia-Luciana Madge (Romania), Deirdre Beecher (UK), Vesna Cafuta (Slovenia)

### **2. Round-table introductions**

Everyone introduced themselves with name and country

### **3. Minutes of the 2014 Council meeting in Rome**

Minutes accepted as an accurate document with minor corrections. Proposal from Regina Kűfner Lein to use full name instead initials in the minutes.

**4. President's report**

Marshall Dozier (MD) summarized the President's report, covering 2014. She highlighted the Rome conference, EAHIL signatures for the Berlin Declaration and the Budapest Open Access Initiative, and the participation of EAHIL in European Civil Society Platform on Multilingualism. She also mentioned the important work done by all people in different positions. The President's report is a formal document intended to create a record of the year rather than for discussion, but corrections and comments are welcome. No comments from the Council.

**5. Secretariat Supervisor's report**

Suzanne Bakker (SB) reported on the administration of the organization. EAHIL is registered in the Netherlands and thereby has its administration there. Business is running well and all operations are working smoothly. SB will continue to implement more functionality in Formdesk. She also presented the new possibilities. The membership database will soon have a workflow for Council members for approval of membership. Open Journal System (OJS) is installed on the EAHIL web server and the process of moving the EAHIL journal to the OJS server can start. Carol Lefebvre asked if it was possible to get information that is more detailed on the options for SIGs when one registers as a member. Especially the choice EVLG (for European Veterinaries Libraries Group) is not easy to understand for new members. SB will look into this.

**6. Treasurer's report**

Lotta Haglund (LH) reported on behalf of Ghislaine Declève (EAHIL Treasurer). 2015 is an intermediary year; accounts and new budget will be presented at the Council meeting and General Assembly in Seville 2016.

**7. JEAHIL report**

Federica Napolitani Cheyne (FN) introduced herself as the new editor in chief. She reported on changes in the JEAHIL Editorial Board and about how the work of the Editorial Board is organized. New is that the members of the board are responsible for special theme issues. At the end of 2014 a survey on JEAHIL was submitted to all members, the results will be useful to improve the journal and will also be presented in an article later. JEAHIL Board meeting will discuss OJS for managing the journal. Tiina Heino commented that the possibility to link to each paper seems useful. Witold Kozakiewicz asked about JEAHIL and Open Access, FN confirmed that CC-BY (Creative Commons) is the default, but it is possible to publish under a different license if necessary.

*a. conference papers and posters as part of JEAHIL CC licence*

This has been discussed in the Board. As a principle all material submitted to EAHIL conferences should be Open Access. Not applicable for 2015, the Board will look into it before the Seville Conference in 2016.

**8. Individual councilors: news and reports**

Helen Buckley Woods reported on activities in the UK. Silvia Lopez reported from Portugal. Tiina Heino reported from Finland.

**9. Amendments to EAHIL Rules of Procedure and Policy Statements**

*a. Policy Statement 4f – on when SIG reports are made.* Current wording: "The subgroup must submit a formal annual report to the EAHIL Board in advance of the General Assembly ..." Subgroups have their meeting at Conference/workshop, so their reports

have to come after that. The Council agreed with the Board's proposal that subgroups submit their reports after the yearly summer meetings.

#### **10. EAHIL Council matters**

- a. New category of membership: Supranational category. Update.* In 2014, the Board presented a document on supranational members, and on the motivation to establish a new category. Problems could arise when members who work for a supranational organization (e.g. WHO) are registered as EAHIL members from their country of residence. The Council was asked to consider three scenarios: (a) no change, (b) form a country-like group or (c) form a Special Interest Group. Since last meeting, the Board has conducted a survey of the seventeen members that might fit into this category. Peter Morgan informed on the result of the survey. Councilors should represent the countries where they work. The Board encourages the supranational members to form a subgroup (SIG), as then they can be observers at the Council meetings.
- b. Council vacancies.* After last year's Council election there are 10 vacancies, some of the member states are not represented in the Council. <http://eahil.eu/about-eahil/council/>  
Lotta Haglund encouraged Councilors to find members to fill the vacancies.
- c. Future EAHIL conferences and workshops*  
2016: EAHIL Conference 6 - 11 June in Seville, Spain  
2017: EAHIL Workshop 12 - 16 June in Dublin, Ireland  
2018: EAHIL Conference 9 - 13 July in Cardiff, Wales, United Kingdom
- d. Development of Council role* was discussed under item 5

#### **11. EAHIL Web site**

Anna Kågedal (AK) reported on the status of the EAHIL web site. The web site phase 1 was launched in May; the new web site fulfils most of the specified needs. During the workshop, members and non-members participated in usability testing of the new website. Further work will take into account the results from the usability test, and focus on a better solution for formal EAHIL documents and integration of the EAHIL Journal. Another issue is integration of social media and blog functionality. She called for contributors to the blog.

#### **12. Any other business**

- a.* Question from Vesna Cafuta if it would be possible for EAHIL to organize webinars on a specific subject in the future. Webinars will enable participation of members who are unable to attend conferences and workshops. She suggested topics connected to systematic reviews or bibliometrics. The Board will discuss this at the next Board meeting in February
- b.* Research and development grants for next year will be announced

## **Appendix**

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### **EAHIL Council meeting**

10 June 2015, 10:30 British Summer Time (GMT+1)

#### **1: Instructions for Council members joining the meeting online**

*Introduction*

We will be having another 'blended' meeting this year to allow Council members to attend the meeting electronically. We will be using a web-based 'virtual classroom' application called Collaborate.

For a better experience on the day, it is very important that you do a little bit of testing in preparation in advance – it will be impossible to give much technical support during the meeting! You may need to download a small piece of software, so please do check things as early as possible. At the start of the meeting, we will ask everyone to introduce themselves, so you can type a message – or if you have a microphone and webcam, you can use these to introduce yourself if you wish but during the course of the meeting, we will not use participant webcams or audio. During the Council meeting, you (as an online participant) should be able to hear the discussion, see through the room-webcam and to see any presentation slides that are used. You will be able to ask questions or make comments using the text chat in Collaborate. There will be careful monitoring of the text chat to ensure no question or comment is missed.

#### *Equipment needed*

You will require

- computer/laptop
- good internet connection
- speakers/headphones in order to hear

Optional equipment

- Microphone
- Webcam
- Smartphone or tablet (see appendix below)

#### *In advance*

1. You will need to download the Blackboard Collaborate Launcher for the Collaborate session to work on your device: Click to [Download Blackboard Collaborate Launcher](#)  
NOTE: Mac users with Mac OS X 10.7 and lower will not be able to download the Launcher. Use the compatibility checker to check you have a compatible version of Java to run Collaborate: [Collaborate Compatibility Checker](#). You may still be able to access the Collaborate session if your system is not compatible – it is worth trying anyway.
2. Log into the Collaborate Test Room <http://edin.ac/1tDjh7c>  
Use this space to test your connection, session settings and configure your audio. Follow the steps listed below when you have entered the test room:
  - Run the Audio Setup Wizard to check that you can hear the audio
  - Check your connection speed setting: Edit > Preferences > Session > Connection
  - Familiarise yourself with the Collaborate interface.

If you run into difficulties or need advice, please email Marshall at [marshall.dozier@ed.ac.uk](mailto:marshall.dozier@ed.ac.uk) by 5 June.

#### *For the actual meeting on 10 June*

Please enter the meeting 'room' at least 15 minutes before the start time of the meeting to be sure things work for you. The 'room' is already available, in advance of the meeting, in case you want to try getting in.

Please follow this link for the Council meeting:

<http://edin.ac/1PA7i4C>

You will be asked to login by putting your name – there is no special password for access: just put in your name so we know it's you.

## **2: Joining the meeting on a smartphone or tablet**

The Blackboard Collaborate Mobile app is available for devices running iOS 4.3+ and Android 2.3.3+

Note: mobile device users will not be able to view the session webcam video, but will be able to hear the audio and see the papers displayed within the Collaborate space.

*How do I install the App?*

The Collaborate App can be installed via the Apple Store or Google Play Store (search for Blackboard Collaborate).

*Accessing a Collaborate Session using a Mobile Device*

The following guides describe how to access a session from a mobile device and use the available features:

- Apple Mobile Device <http://edin.ac/1k0RwmK>
- Android Mobile Device <http://edin.ac/1ssOEQv>