Health Information Services Planning Team
Meeting Minutes
September 30, 2009

Present: Linda Smith, Team Leader (GSLIS); Mary Beth Allen (AHS Library), Susan Farner (AHS), Wendy Gregory (AHS Library), Charissa Lansing (AHS), Steven Leigh (LAS), Annie Paprocki (ESS Library), Beth Sandore (AUL for IT), Mary Shultz (HS Library), William Stewart (AHS), Synthia Sydnor (AHS), Greg Youngen (VM Library)

Following introductions, Linda Smith provided some background on the New Service Model initiative and reviewed the charge of the Health Information Services Planning Team: “planning for the future of health-related library services to faculty, students, and practitioners” at the University of Illinois at Urbana-Champaign Library. Another team, the Biology and Life Sciences Planning Team, is working concurrently “to determine how best to plan for ongoing support for the Urbana campus commitment to interdisciplinary initiatives in the life sciences.” Health Information Services Planning Team member Greg Youngen is serving as Team Leader of the Biology and Life Sciences Planning Team, in order to ensure communication and coordination between the two teams.

Linda Smith commented that University Librarian and Dean of Libraries Paula Kaufman has observed that there is “no preconceived agenda” for these planning activities. We should work to anticipate needs for library space, collections (both print and digital), and services in the context of current and likely future UIUC research, teaching, and outreach initiatives related to health and wellness. Bill Stewart encouraged team members to review the New Services Models Report to the Provost (http://www.library.illinois.edu/nsm/actionplan/NSM_Report_09.pdf) to better understand the values informing the planning and decision-making process.

As noted in point 6 of the team’s charge, there is a December 15, 2009 deadline for submitting “a report outlining a proposed service profile for health information services” to Paula Kaufman, based on the work of the team this semester. To accomplish that, the team will need to divide up the tasks required to carry out the various facets of our charge, which include (http://www.library.illinois.edu/nsm/health/healthcharge.html):

1. Articulate needs and strengths of both core and emerging areas of study and research on the Urbana campus that depend on health information services.
2. Assess overlap and gaps in library services and ways the library can build support for core and emergent programs related to health.
3. Involve relevant groups and individuals in the team’s discussions.
4. Identify exemplars and models, including staffing, physical footprint, and service programs.
5. Recommend a plan for ongoing assessment of the new service profile.

There was discussion of resources available to support the work of the team including: 1) setting up a wiki to support collaborative report writing; 2) compiling data that can be useful as
background for planning (e.g., http://www.library.illinois.edu/nsm/planningdata/index.html). Annie Paprocki volunteered to extract relevant data from the LibQUAL+ survey and Mary Beth Allen indicated that she could provide data on usage of the Applied Health Sciences Library. It was noted that any plans by the team to gather new data through surveys or focus groups may require IRB approval first. In addition the time frame for preparing the final report is short, so any data collection should be focused and directly contribute to addressing points in the charge.

Action items for each member prior to the next meeting:

1. Review the multi-part planning team charge and identify the part(s) to which you would like to contribute
2. Identify existing data and reports that can inform the team
3. As specified in point 3 of the charge, identify any relevant groups and individuals that should be consulted

Agenda items for next meeting:

1. Decide on group membership and leadership for developing the response for each part of the charge (drawing on preferences from action item 1 above)
2. Summarize input from members associated with action items 2 and 3 above
3. Develop timeline for authoring the final report