

OHSLA Virtual Fall 2021 Business Meeting
Secretary's Report

Reviewed and revised *some* of the actions items previously submitted to revise the *Policy & Procedures Manual*. Received revisions from Chrisagis and other Executive Committee members. Chrisagis noted that before voting on revisions, changes in the manual needs to be compared against the OHSLA Bylaws to make sure there are no conflicts between the two documents. No motions have been made until revisions are made to address the concerns raised.

Action items to revise 2021 Policy & Procedures Manual:

- Change all instances of "Webmaster" to Web Manager DONE
- Rename "GMR Rep/Health Sciences Librarians Focus Group" to "NNLM Representative" DONE
- Change all instances of GMR to "Region 6" to reflect NLM current structure DONE
- Under Communications responsibilities for Program and Continuing Education, deleted "eSources" since this tool/publication is no longer available from Midwest Chapter of MLA DONE
- Other minor changes (e.g., change "web site" to website, for consistency) DONE
- An interactive Table of Contents
- Other items that might need to be revisited and/or revised include:
 - Add changes to Manual and Bylaws after approval/voting pertaining to all elected and appointed positions including years of service min/max, and if renewable, for potential revisions. This is expected to be examined and voted on by Summer or Spring 2023.