The Harold H. Brittingham Memorial Library
Action Items

Topic	Action Item	Identified Lead	Timeline/ Due	Original Comment	Relevant Notes
Evolve Virtual Operations	Finalize Online donation mechanism	Finance Committee	2021 Q4: October 2021	Allow for on-line donations	In process
Grow Awareness and Reach	Finalize template and timeline for annual report	Frater	2021 Q2: early June 2021	Annual Reports	Done
Grow Awareness and Reach	Redesign BML "membership" structure	BML BOD	2021 Q4: October 2021	People do not understand "membership" in BML and seems a little "elitist"	Need to evolve "membership structure" and align with annual campaign
Grow Awareness and Reach	Evolve Annual Campaign	Finance Committee	2021 Q4: October 2021	Need better/more offerings for donations as part of annual campaign – i.e. different donation levels	MetroHealth Foundation may be able to help advice on "best practices" for how to do this
Grow Awareness and Reach	Evolve BML BOD number and compositions	Nominating Committee	2021 Q4: October 2021	Consider expanding board and strategically recruiting	Need more people on the board with different skills who are active to move the BML forward faster
Grow Awareness and Reach	Develop mechanism for annual endowment spending based on "spending rule"	Finance Committee	2021 Q4: November 2021	We need to spend some endowment funds in a meaningful way annually	Looking to start spending 3-5% of the endowment annually starting in 2022
Grow Awareness and Reach	Need to develop "spoke"	Frater	2021 Q4: December 2021	As we move to "hub and spoke" model, need to develop at least one spoke	Pick a location for the first "spoke" and what that will look like by the end of 2021
Grow Awareness and Reach	Coordinate/collaborate with MetroHealth archives	Frater	2021 Q4: December 2021	Opportunity for synergy with MetroHealth archives	Determine how to coordinate with MetroHealth archives to at least catalogue plus possibly house MetroHealth historical archives

Grow Awareness and Reach	"Shared resources" program	Frater	2021 Q4: December 2021	Need to develop and market program to "share resources" (e.g. Human Resources where they use the library as a place to keep educational resources others to use)	
Grow Awareness and Reach	Liaisons	Liaisons Committee	2021 Q4	Need to have group of 5-15 "peer" liaisons to help get the word out about the BML	Liaisons Committee created to facilitate group and information exchange/meetings
Augment with High Value Research Support/Grow Awareness and Research	BML "Poster"	Frater	2021 Q4: October 2021	Develop "research poster" to present at MetroHealth research events highlighting BML	
Grow Awareness and Reach	Oral History Project Conversion	Frater	2021 Q4: December 2021	Complete conversion of Oral History project to on-line video	
Grow Awareness and Reach	Update library brochure and make available	Frater	2021 Q3: July? 2021, based on board feedback	Library "brochure"	
Augment with High Value Research Support	Provide a list of current 'classes' supported by the library	Frater	2021 Q2: early June? 2021	Support staff taking classes	Dr. Super class, how-to, one on one tutoring?
Evolve Virtual Operations	Explore possible affiliation with CWRU medical library	Frater/Kaelber	2021 Q4	Collaboration with Case Western medical library resources	Could be as simple as people understanding what is available from each institution and a pathway to access. Information on the MH library website of how to access CWRU resources. Laura now has login/password to CWRU medical library electronic resources

Evolve Virtual Operations	Explore librarian live chat options	Frater/Kaelber	2021 Q4	Live chat with a librarian feature	Need to investigate software for this. Could allow for more seamless communication while librarian is conducting a literature search & cut down on email questions which can slow process.
Evolve Virtual Operations	Explore possible collaborations with SIM center (as a value-added component for the system)	Executive Board	2021 Q3: August 2021	Synergies with MetroHealth Simulation Center – all education all learners	•"education center" – if you want to train a resident on a surgical procedure they need to do some technical research so pairing the library w/ the SIM center •Would be a good resource for RNs as well – new RNs need practice and some online training materials on codes would be helpful •Virtual on your own training & group activity in person and w/ teamwork is a necessary addition •Become an "education center" – need to do some homework to understand how it would best work
Augment with High Value Research Support	Explore collaborations with GME to support specific resident research endeavors	Executive Board	2021 Q3: August 2021	Resident support	Assigned topics at grand rounds – library presentations at grand rounds to ensure all residents know about resources would be helpful

Augment with High Value Research Support	Co-sponsor CPL software trainings	Frater	2021 Q3: September 2021	Support / training Microsoft suite	Not aware of anyone in the system who is doing this now. Maybe this would look like the Cadence training schedule? Are there volunteers that could support? – maybe CPL would be willing to do this? Could we build a partnership for education w/ CPL? + Mega database analysis (i.e. Epic slicer dicer)
Augment with High Value Research Support	Co-sponsor CPL software trainings	Frater	2021 Q3: September 2021	Clinical research	Support for what is factual and high value; maybe support resident education for database searches? Statistical methods (Dennis Super did this while at Metro) – maybe library could support this chat and be the host on a regular basis.
Augment with High Value Research Support	Explore a library-sponsored research education or didactic series	Frater	2021 Q3: September 2021	Systematic reviews	Access to more resources going to Case is a barrier. If the librarian has training to help with the review. If they could train / teach on how to complete the reviews. How to complete literature review. "How to guide" might be valuable
Augment with High Value Research Support/ Grow Awareness and Reach	Identify an APRN/nursing liaison for the library	Liaisons Committee	2021 Q4: December 2021	Nursing staff feel library is only for residents/doctors.	RNs usually use school library but have a good experience w/ the MH library when they reach out. Library can support proctored exams which is hugely helpful. Right now, RNs are only hearing through word of mouth. Want the library to feel more inclusive because it is intended to be a space for all

					Outreach for RNs and APPs – presentation at CME conference for APPs
Augment with High Value Research Support/ Grow Awareness and Reach	Identify an APRN/nursing liaison for the library	Liaisons Committee	2021 Q4: December 2021	Nursing liaison and/or APRN liaison	Shared governance presentation Nursing senate RN managers need to present about library
Augment with High Value Research Support/ Grow Awareness and Reach	Identify an APRN/nursing liaison for the library	Frater/APRN Liaison*	2021 Q3: September 2021	Present at Nursing Shared Governance	
Augment with High Value Research Support/ Grow Awareness and Reach	Identify an APRN/nursing liaison for the library	Frater/APRN Liaison	2021 Q3: August 2021	Communicate/coordinate with Nursing Research Director	
Grow Awareness and Reach	Create marketing committee of board	Executive Board	2021 Q2: May 2021 executive meeting	Role of new board committee for Marketing and Communication	Done
Grow Awareness and Reach	Create marketing committee of board	Marketing committee	2021 Q3: September 2021	Liaison with MetroHealth Marketing and Communication team	
Grow Awareness and Reach	Create marketing committee of board	Marketing committee	2021 Q3: September 2021	Branding	
Evolve Virtual Operations	MIV liaison to promote library stories	Marketing committee	2021 Q3: August 2021	Evolve our MIV "real estate" and the public Metrohealth.org- add a virtual presence	More collaboration with the MIV designers
Grow Awareness and Reach	Newsletter editor	Frater/Board Member	2021 Q3: August 2021	Newsletter	Quarterly?

Grow Awareness and Reach	Library "Speakers bureau"	Frater/BML BOD	2021 Q4	• Departmental (and other group) presentations • Orientation (general and/or department/specialty specific) • Outreach to individual departments – localize and center within the hospital • Presentations at quarterly operational or educational APP meetings • Medical staff announcements/presentations	Target wide developmental swaths so the user base continues to increase as trainees progress (think about/model the approach of the SIM center)
Grow Awareness and Reach	Create a virtual tour of the library for the website	Marketing committee	2021 Q4	Virtual tour of the library on-line	
Grow Awareness and Reach	Explore format and frequency of library open houses	Frater	2021 Q4: October 2021	"Open houses"	
Grow Awareness and Reach	Create cafeteria marketing materials	Marketing committee	2021 Q4: October 2021	Cafeteria "windows" PR	
Grow Awareness and Reach	Record a short PSA about the library for the MIV	Marketing committee	2021 Q4: October 2021	30-sec PSA video about the library	
Augment with High Value Research Support	Hire a second Librarian	Frater/Gallagher	2022 Q1: January 2022	I don't think we need a library – we need librarians. Why do we need to own them, we need more access and someone to help us guide us to the right resources and navigate on how to get them.	Work with Trish Gallagher and Human Resource department to create a new position
Augment with High Value Research Support	Update the Library Assistant position	Frater/Gallagher	2022 Q1: January 2022		The current position does not meet the needs of the professional staff of the MetroHealth System

Augment with High Value Research Support	Provide clear delineation between BML MetroHealth "activities" and BML BOD "activities" and ensure that BML staff are not doing BML BOD activities	Frater/Gallagher/ Kaelber	2021 Q4: October 2021	Library staff should not be doing things like the annual campaign that are purely BML BOD functions	Need to generate a list items that BML BOD need to be solely responsible for.
Physical Space	Print book weeding project	Frater	2021 Q4: December 2021		The Library's print collections (books and journals) need to be analyzed in a systematic way to ensure that the materials are current and relevant. Items that do not meet the weeding policy criteria will be discarded from the Library's collection.
Physical Space	Print journal weeding project	Frater	2021 Q4: December 2021		The Library's print collections (books and journals) need to be analyzed in a systematic way to ensure that the materials are current and relevant. Items that do not meet the weeding policy criteria will be discarded from the Library's collection.