

Michigan Health Sciences Libraries Association
Executive Board Meeting Minutes
March 15, 2011
Midwest Collaborative for Library Services, Lansing
DRAFT MINUTES – Not Yet Approved

Present

Jennifer Barlow	Secretary
Melanie Bednarski	Outreach & Advocacy; ERHSLA; 2011 Local Arrangements
Leslie Burke	President-Elect
Mary Hanson	Bylaws
Alison Konieczny	Archivist; WMHSLA
Marilyn Kostrzewski	MDMLG
Barbara Platts	GMR Representative (via teleconference link)
Heidi Schroeder	Resource Sharing; Nominating
Michael Simmons	President
Jill Turner	Treasurer
Abe Wheeler	Communications; M-MHSLA
Sharon Williams	Membership

Not Present

Nancy Bulgarelli	2012 Education Co-Chair
Mary Fitzpatrick	2011 Education
Diane Gardner	Audit
Gina Hug	2012 Local Arrangements Co-Chair
Toni Janik	2012 Local Arrangements Co-Chair
Janet Zimmerman	2012 Education Co-Chair

Quorum: Yes

1. Call to Order

The meeting was called to order at 10:15. Michael Simmons waived his president's remarks.

2. Approval of Minutes

Leslie Burke moved to approve the minutes of our November 16, 2010 meeting as submitted. Marilyn Kostrzewski seconded; motion approved.

[The January 2011 Board meeting was canceled due to inclement weather. An online vote was held in January to handle some 2011 conference questions; see the 2011 Education report below for documentation of the vote.]

3. Archivist's Report

Alison Konieczny presented the following report:

I am pleased to report that scanning of the MHSLA archives will soon be underway. A student worker is being trained to work on the archives, and as items become available digitally, information will be disseminated to MHSLA regarding accessing the online

archives. The online archives will be stored in the *Ferris Institutional Repository (FIR)*, which is routinely backed-up to prevent permanent loss of data. Conferring with Melinda Isler, the Ferris State University (FSU) Archivist, the suggested priority for scanning materials is:

1. Substantive materials related to the organization as a whole
2. Materials related to the MHSLA Executive Board
3. Materials related to the regional groups and the Health Instructional Resources Association (if affiliated with MHSLA)

Logistical questions that the MHSLA Board is kindly asked to address include:

1. Should the MHSLA archive be password protected so that only MHSLA members have access?
2. If materials are to be electronically maintained, should MHSLA materials continue to be printed and maintained as print archives in addition to digital archives, or is it acceptable to maintain only the digital copies?
3. Can the FSU Archivist, Melinda Isler, be provided with the MHSLA members' password for ease of transferring documents into the MHSLA archives, as well as added to the MHSLA Board Wiki?
4. As recommended by Melinda Isler, FSU Archivist, is there concurrence that the following items **should not** be stored in the MHSLA Archives:
 - a. Treasury Documents, with the exception of the Treasurer's Reports (many financial documents are meant to be shredded after 7 years and possibly contain sensitive financial data)
 - b. E-mails and personal communications
 - c. Conference registration forms (are these even still collected?)
 - d. MHSLA Serials List

Materials that are considered of unquestionable value for the MHSLA archives include:

- Board and Committee reports
- Conference proceedings, reports, and programs
- Membership lists
- Official forms
- Proposals/standing rules
- Newsletters
- Contributed papers
- Poster abstracts
- Photographs from MHSLA events
- Other?

Because of storage concerns, it was suggested that photos be stored in *ResourceSpace* "Open Source Digital Asset Management (DAM) system" which would still allow the MHSLA photo archives to be stored on the FSU server. Regarding the photos, the Board's opinion is sought regarding the desire to password protect this site. By default, photos from MHSLA events would be uploaded to this site, and could be removed if someone objected to a photo being posted.

Thank you for your thoughtful consideration of the many questions that have arisen with the forthcoming digitization of MHSLA archival documents.

The Board discussed Alison's questions. First, regarding the Health Instructional Resources Association and its relationship to MHSLA: the nature of this relationship is unclear, as no one present could remember who they were or why we might be holding their archival material. Alison will look for more clues in the material, and will ask the general membership if anyone knows anything about this group.

Regarding the issue of privacy of the archives, Mary Hanson moved that the MHSLA archives be protected by password and only accessible to members. Leslie Burke seconded; motion approved. We will provide a link to the digital archives behind the Members Only section of our web site. Photos stored in ResourceSpace on the FSU server should also be password protected.

As for the maintenance of print archives, Alison questioned whether we need to continue to add paper, since we will be digitizing the essential documents going forward. (And most of our association records are now born digital.) The Board discussed pros and cons of archiving print, and decided on a compromise where essential documents will be printed out and filed in the archives. Alison moved that we selectively print Association materials for the archives, to include annual reports, general membership meeting minutes, Board meeting minutes, conference programs, the membership directories, and other items by request. This list of essential documents shall be regularly re-evaluated. Jennifer Barlow seconded; motion approved.

The Board issued permission for Ferris archivist Melinda Isler to have passwords for the MHSLA web site and the Board wiki. Mike will provide them to her.

Ms. Isler has recommended that we NOT digitize certain materials found in the archives. Some should not even be retained, e.g. financial documents beyond their seven-year retention requirement, old conference registration forms, or copies of people's checks. The Board authorized Alison to dispose of inappropriate items. The Board also determined that our union list of serials (MISHULS) does not need to be digitized, and the complete run of MISHULS does not need to be retained. We can just keep the directory pages and the complete final edition in paper format.

If we engage in substantive online correspondence that should be added to the archives, we need to let Alison know. Email communication will not routinely be saved. When votes are taken online, the Secretary shall be responsible for recording them in the minutes of the following meeting.

Finally, Alison asked for a copy of our articles of incorporation to add to the archives. Jennifer Barlow will forward this to Alison.

4. Treasurer's Report

Jill Turner presented her report, which is attached as an appendix. Checkbook balance is currently \$22,160.72. Jill submitted our tax paperwork three weeks ago. She is sending the books to Diane Gardner for our annual audit.

Jill will have Leslie Burke added to our FedEx / Kinko's account.

Mike raised the issue of long-range budget planning. Jill agreed this is something MHSLA needs to look at. Our bank balance is still healthy, but our income has been dwindling steadily. As a not-for-profit, income and expenses should roughly balance – but we've been losing for years. At some point this situation will be unsustainable.

5. Review of Committee Reports

- Audit – no report.
- Bylaws – Mary Hanson moved that the bylaws be amended to allow for an online vote to approve general membership meeting minutes. The MHSLA Secretary shall post minutes on our web site no more than 14 days after the meeting, and members shall vote online to approve the minutes no more than 30 days after the meeting. Marilyn Kostrzewski seconded; motion approved. This will permit a more timely approval of the meeting minutes, while the discussions are still fresh in members' minds.
- Communications – Abe Wheeler asked if the responsibility for producing the membership directory could be moved to the Membership chair. The Board agreed this made sense. Sharon Williams will take on this task, and the procedure manual will be revised to reflect the change.
- Conference Planning 2011 – Leslie Burke reported that she has been reviewing the Education and Local Arrangements committee reports. The teams seem to have everything under control. Leslie is ready to help in any way.
- Local Arrangements 2011 – Melanie Bednarski presented the following report:
Local Arrangements has been actively working on a preliminary budget and preparing for the conference in Frankenmuth. We have the Opening Reception planned and the Special Event. We have a new contact for the hotel in Frankenmuth and Diane Gardner did not have any problems with the transition.

The preliminary budget, based on 70 attendees, was submitted and is included as an appendix.

- Education 2011 – After the January 2011 meeting was canceled, Mary Fitzpatrick called for an online vote to approve the 2011 conference program, preliminary budget, and proposed changes to the conference scholarship program. All were approved. The proposals are appended to these minutes.

At the March meeting, Melanie Bednarski presented the following report on behalf of Mary Fitzpatrick:

The Education Committee is busy getting speakers lined up for the annual Education Conference. Speakers have been contacted and letters of agreement have been sent. We have received some letters back already but our speakers have until the end of March to return the letters. Our speaker for designing survey questions had to cancel but the Research Director at Genesys has agreed to speak on the topic for us. We'll have to apply for CE credits so there is a slight increase in the budget bottom line to cover that.

The procedures and documentation for a second member scholarship are being presented for Board approval. The procedures have been redone to include items such as volunteering on a committee or presenting at a conference as eligibility requirements.

The student scholarships application period will start on April 1, 2011 and deadline for the scholarship is April 30, 2011. The goal of the committee was to have the scholarship deadline before the students break for the summer. As approved by the Board in January the wording on the student scholarship has been changed so it is not limited to just Wayne State or U of Michigan students.

The GMR at this time has received three applications for MLA's "Shifting Skills to Navigate the Changing Horizon: Finding Our Way in New Biomedical Research and Health Care Environments," to be held **Wednesday, April 20, 2011, 1:00 p.m.–2:30 p.m.** Holly Burt will notify me by the end of March to let me know which sites have been approved for GMR support. At this time I would ask the board to approve MHSLA funding for up to two sites that do not get GMR funding.

The committee will be soliciting posters and lightning round presentations so think about the interesting things going on in your library. Contact Diane LeBar for posters and Mary Fitzpatrick for Lightning Rounds (formerly Pecha Kucha's).

Look for additional conference information in the newsletter.

Mary Hanson moved to approve the second member scholarship as proposed. Mike Simmons seconded; motion approved.

- Conference Planning 2012 – Marilyn Kostrzewski reported on behalf of the committees. Local Arrangements has secured the Baronette Hotel in Novi as our conference site; dates will be October 17-19, 2012. The theme is “Librarians’ role in driving medical education.” Keynote speaker will be Dr. Robert Folberg, dean of the William Beaumont School of Medicine. A special event at the Tin Fish is being contemplated.
- Membership – Sharon Williams reported our current membership numbers. We have 62 personal members and 39 institutional, for a total of 101. This is down 41 from 2010.

Sharon expressed concern that she may have missed some renewals if people paid for the 2011 membership year prior to December, when she started tracking renewals. However, her main concern was conference attendees who joined to receive the lower conference registration rate. The Board assured Sharon that those fees paid for 2010 membership, not 2011.

Our stated cutoff for inclusion in the membership directory is March 1. We should stick to our deadline, there is no need to produce multiple updates of the directory for the benefit of stragglers.

Some of the lapsed institutional members are participants in the Stat!Ref group purchase. MHSLA membership is a requirement for participation, so these institutions need to renew or they will be ineligible for the next year of Stat!Ref. Sharon will contact Susan Kendall to get the list of Stat!Ref participants and will determine who needs to be contacted about this.

- Nominating – Heidi Schroeder presented the following report:
Heidi Schroeder contacted the members of the MHSLA Nominating Committee (Gina Hug and Jonathan Crane). She provided them with the Nominating Committee procedure manual and provided links to the relevant elections sections of the MHSLA Bylaws. Because past Nominating Committees have experienced difficulties recruiting members to run, the committee would like to try to solicit nominations a bit earlier than usual. The committee proposes the following timeline for the 2011 MHSLA Elections:

MHSLA Nominating Committee Timeline – 2011

March 23	Send 1 st Call for Nominations to MHSLA Listserv
April 18	Send 2 nd Call for Nominations to MHSLA Listserv
May 12	Nomination Deadline: Confirm Nominations; President Elect and Secretary Bios Due
May 17	Preliminary Report and Slate due to MHSLA Board; MHSLA Secretary distributes slate to MHSLA Membership (if approved)
June 20	Nominations by Petition due to Nominations Chair
July 1	Final Report and Ballot due to MHSLA Board
August 1	MHSLA Secretary distributes Ballot to MHSLA Members
September 12	Tally Election Results
September 16	MHSLA President Reports Results to Candidates

September 22 Results Reported to MHSLA Membership (General Business Meeting)

- Resource Sharing – Heidi Schroeder presented the following report:

Resource Sharing (Heidi Schroeder)

NLM Duplicates

On April 1, 2011, Heidi Schroeder will be submitting an article to the *Journal of Hospital Librarianship* that details MHSLA's NLM Duplicates Program.

Group Purchasing (Susan Kendall)

The Committee conferred by email in November, 2010. Group members noted that the only MHSLA group purchase is the Stat!Ref purchase. This is negotiated with the renewal once a year. I talked with Diana Mitchell at MCLS about group purchases that they've been negotiating and have been forwarding any possible opportunities for group purchases through the GMR to the MHSLA listserv.

- Outreach & Advocacy – Melanie Bednarski presented the following report:
We will be trying to do further outreach with the academic institutions, not just those that have library schools, but those that have health sciences programs. We hope to get in touch with the librarian liaisons for the health professions at each university.

In addition, I would ask for the funds to represent MHSLA at the Flint Area Medical Education (FAME) Research Forum. Many librarians at the Flint Hospital Libraries help with the research for the students and residents who present at this forum and we thought it would be nice to have a display.

We are looking forward to promoting MHSLA and advocating for Health Science Librarians throughout Michigan.

The Board discussed the opportunity to present at FAME. Melanie has asked for a free or discounted rate and is awaiting a response from the forum organizers. Failing that, the Board urged Melanie to investigate a GMR Exhibits grant.

- Research – no report.

6. Regional Group Reports

- ERHSLA – Melanie Bednarski presented the following report:
ERHSLA has been planning the conference. We met to discuss both education and local arrangements details. We decided on a logo to match our conference name—Safe Libraries.

Please see Local Arrangement and Education Reports for further details.

- GMR Regional Council – Barbara Platts shared the GMR's calendar of upcoming events. They are in the final year of their 5-year contract with NLM. The GMR covers nine states.

Michigan received the second-most amount of financial support from the GMR last year, but ranked among the lowest for new site visits to libraries.

- MDMLG – Marilyn Kostrzewski presented the following report:
 - ❖ The November 17, 2010 meeting, hosted by Henry Ford Hospital, Detroit was well attended. Swets provided lunch (by Jimmy Johns) & John Dobson educated us on “Easy E-Book Acquisitions”. Following this a very interesting program was presented by Paul Gallagher, the Technology Librarian from WSU. Much interest and questions were generated about the pros and cons of each of the E-Readers concerning their abilities and inabilities to provide or lend “books”.
 - ❖ The next meeting will be March 17, 2011 at the University of Detroit Dental Library, in Corktown.
 - Lunch and Learn: Lexicomp Online, On-Hand, and Integrated presented by Kevin Crews
 - Mobile Medical Technology Applications – A Panel Discussion
 - Audrey Bondar-Henry Ford, Detroit on Blackberry
 - Mike Simmons-Sparrow on mobile apps in hospital settings
 - Whitney Townsend-U of M on mobile apps in academic settings
 - Check www.mdmlg.org for details and registration info.
 - ❖ The summer luncheon will be June 16, 2011 at the Whitney in Detroit. The speaker will be from Dale Carnegie. See MDMLG web page for further details
 - ❖ Committees have begun preparations for the 2012 conference to be held in the Detroit area.
 - Conference dates: Oct. 16 – 19, 2012
 - Local arrangement co-chairs: Toni Janik & Gina Hug
 - Education co-chairs: Janet Zimmerman & Nancy Bulgarelli
 - Site: Baronette Renaissance in Novi, Michigan
 - Room rates will be \$109.00 per night
 - Keynote speaker has been confirmed
 - Potential CEs and other sessions being investigated
 - ❖ President’s Report
 - Scholarship applications for Annual WSU Library and Information Program Scholarship are due 4/11/11.
 - ❖ Treasurer’s Report
 - As of February 28, 2011 the balance is \$12,032.53.
 - ❖ Membership
 - 45 Regular members, 23 Institutional, 6 emeritus, 3 Students
 - The Directory has been updated and has a new password
 - ❖ Archivist
 - Please send all materials from the previous year to Sandra Martin at WSU.
 - ❖ Compensation & Benefits:
 - Completed and results sent to institutional members.
 - ❖ Newsletter:
 - The new edition of the newsletter is currently available online.
 - ❖ Nominating

- Patty Supnik and committee have completed the slate for 2011-2012
 - **President-Elect:** Barbara LeTarte
 - **Secretary:** Jennifer Bowen
 - **Public Relations:** Doris Blauet
 - **Nominating Committee**
 - Melanie Bednarski
 - Daria Drobny
 - LaVentra E. Danquah
 - Catherine Phillips
 - Donna Marshall
 - Alison Fried
 - ❖ Professional Development
 - May 5 – 6 hr CE on Emerging Technology presented by Gabriel Rios and Melissa DeSantis at St. Joseph Mercy, Oakland
 - Check the MDMLG web page for more details
 - ❖ Web
 - Val has updated all the pages and has changed the password.
- M-MHSL – Abe Wheeler reported that Heidi Schroeder is their new President and Susan Kendall is the Treasurer. Abe continues as their representative on the MHSLA Board. They have some new members. They are revamping their web page. Continuing education and webcast options are being considered. The next meeting will take place at Sparrow Hospital.
 - UPHSLC – We have not heard from our Upper Peninsula regional group in quite a long time. What can the Board do to reach out to our members up north? How can we support their work? As far as we know, Marquette is the only UP site where we still have members.
 - WMHSLA – Alison Konieczny presented the following report:
The WMHSLA officers are:
President: Alison Konieczny
President-Elect: Mary Hanson
Secretary: Leslie Burke
Treasurer: Sandy Swanson

A meeting will be convened prior to the upcoming MLA webcast, "***Shifting Skills to Navigate the Changing Horizon: Finding Our Way in New Biomedical Research and Health Care Environments***," that is scheduled for April 20, 2011, 2:00 p.m.–3:30 p.m. Brett Powers has put in paperwork to request sponsorship from the GMR for site funding of the webinar at the Wege Institute at St. Mary's in Grand Rapids.

7. Old Business

Conference Fees – The Ad Hoc Committee on Vendor Conference Fees has established a fee schedule. Rates are unchanged from last year. The Ad Hoc Committee on Speaker Conference Fees is on hold for now, as this year's speakers have already signed agreements.

Survey Monkey – Mike Simmons pointed out that we have never changed the Survey Monkey password and it would be prudent to do so. Mike will take care of this and will share the new password with the Board. Mike will also review what's in the Survey Monkey archive, to see what can be deleted.

Tracking Conference Costs – The Board briefly discussed our accounting strategy for in-kind contributions. We want to track these so we can get a true picture of what it costs to put on our conferences. Audio-visual equipment loans from member institutions save MHSLA a lot of money. This can be tracked by valuing the loans at what the rental cost for equipment would be. To really estimate costs, we should also be tracking the time that we, as organizers, spend on planning the conference.

8. New Business

Procedure manuals for Board positions need to be updated. Marilyn Kostrzewski suggested that this would be a good task to assign to the Immediate Past President. Mike Simmons will contact Sheila Bryant to see if she'd be willing to take this on. The Immediate Past President could coordinate, collect and review the documents, but each incumbent should be responsible for the actual revisions.

Leslie Burke raised the question of web conferencing as an alternative, or adjunct, to face-to-face meetings. In inclement weather, or across distances, this could be a way to transact Association business. Most web conferencing software costs around \$50/month, but there are some free options including Freebinar.com (for Web) and Freeconferencepro.com (for phone).

The Board asked what we are paying MCLS for the connectivity to Munson. It appears to be about a dollar a minute. There may be a less expensive method, or a way to include more than one remote participant without degrading the signal.

9. Adjournment

The meeting was adjourned at 1:45 p.m.

Respectfully submitted,
Jennifer Barlow
MHSLA Secretary

Appendices

Treasurer's Report
2011 conference program
2011 preliminary Education budget
2011 preliminary Local Arrangements budget
Conference scholarship approved revisions