



**MICHIGAN HEALTH SCIENCES
LIBRARIES ASSOCIATION**

www.mhsla.org

MHSLA

Executive Board Meeting Minutes, January 21, 2015

In attendance:

Keith Engwall
Melanie Bednarski
Jennifer Bowen
Mark Chaffe
Mary Hanson
Iris Kovar-Gough
Jill Turner

Via AnyMeeting:

Gina Hug
Andrea Kepsel
Sandy McCarthy
Ellen O'Donnell
Barbara Platts
Stephanie Swanberg

Call to order by Keith @ 10:10

Approval of minutes, motion by Melanie Bednarski, 2nd by Jill Turner.

President's remarks –Keith Engwall – His goal is to try and find ways to provide additional value to MHSLA members and prospective members. He will be doing a needs assessment to identify the needs of members. He wants to invite commentary on his project and make things conversational between the medical libraries in the state as to what they need from MHSLA.

Bylaws – Mary Hanson – Discussion regarding terms of office and allowing someone to run and be elected successive terms. Not considered good business practice to have someone be treasurer for too long a time period. Discussion about the Board doing a better job of approving the slate so that qualified people can be elected treasurer. Suggestion from Stephanie Swanberg regarding MDMLG's proposal to change term limits within MDMLG. She will forward the language her committee within MDMLG came up with to Mary Hanson for review.

Archivist –Ali Konieczny -Keith reporting for Ali – The webpage tab for the archives has been added to the MHSLA website. For the archives, each document is submitted to the archives only once to avoid duplication and unnecessary usage of server storage space. After submission of the item, in order for the item to show in more than one collection, it must be mapped into other categories. For example, Vendor Committee reports to the Board will be found under MHSLA Executive Committee Records, but will not display under the Vendor Committee collection until a separate step is taken to map this item into other collections. Much remains to do for mapping items, and in general for the archives. At this time, searching the MHSLA archives by keyword will yield more results than simply browsing by collection.

A feed scanner is now located in the MHSLA Archivist's office, which will allow greater opportunity to scan items since work time will not be limited by University Archives hours.

Treasurer –Jill Turner – Jill's full report is on the wiki. Current checkbook balance is \$23,132.71. There is one outstanding bill from conference regarding white boards that were never delivered to the exhibition room- Shelia Bryant will follow up. One outstanding check that has yet to be cashed by a musician from Thursday nights special event. Melanie requested that Andrea contact the musician and nudge him to cash the check.

Review of Committee Reports

Audit – no report

Communications – Mark Chaffee- The newsletter was released in December. Control of listserv was passed to him. Mark will add Gina Hug to the board listserv. Discussion regarding publishing the phone number for virtual attendance of board meetings. Concurrence to send out a general e-mail to members to contact Mark for virtual login information for attending the meetings via AnyMeeting. Mark will check to see if there is a limit to the number people that can attend virtually via AnyMeeting.

Conference Planning

Local arrangements -2015 – Melanie Bednarski for Jeni Bluhm - The committee is meeting tomorrow and looking at menus and will have a preliminary budget for the next board meeting. Hotel is booked and conference space is booked.

Education- 2015 –Stephanie Swanberg and Andrea Kepsel co-chairs – The report is on the wiki. Dr. Thomas Ferrari, Assistant Professor from the OUWB School of Medicine, to speak on mindfulness, is signed for keynote. The committee is seeking board approval for two CE's: Community Engagement 101 by Deborah Charbonneau (WSU) for 4 CEs and Emerging Technologies for the Busy Librarian by Gabriel Rios (Indianapolis) and Melissa DeSantis (Denver) for 4 CEs.

Keith Engwall - motion to approve CE classes as presented by Andrea Kepsel and Stephanie Swanberg 2nd by Mary Hanson- motion carries.

Other two CE's will be from GMR so it will save some money. Jacqueline Leskovich on Measuring What Matters to Stakeholders. Seeking input from the Board regarding the last CE option: Will Duct Tape Cure my Warts? Examining Complementary and Alternative Medicine (4 CEs) – Samantha Hewakapuge, or Chemicals, Drugs, and Genetics Oh My!: Searching PubMed and Beyond – Holly Burt (currently a 6 CE online course – see if it can be converted to 4 CE face-to-face). General consensus that the CAM class by Semanathi is preferred. Stephanie will contact the GMR to see if there are any new courses coming out. The committee's projected budget is just under \$5000. Approval of Education Committee budget – motion by Mary Hanson 2nd by Melanie Bednarski. Discussion regarding the Diane Lebar Memorial Scholarship and what it will cover, since it is \$500 paid to MHSLA. Discussion regarding Diane Lebar Memorial Scholarship and what is the criteria for awarding the scholarship. Education committee will come up with criteria for next board meeting with focus on applicants being hospital librarians.

Local arrangements – 2016 – Toni Janik – Keith reporting for Toni – the Novi Renaissance Baronette Hotel contract is secured for Wednesday, October 12th to 14th at \$139.00 per night.

Education 2016 – Jill Turner - - She starting to contact people to be on the committee and gathering ideas.

Membership – Iris Kovar- Gough – Keith introduced Iris as the new membership chair. Welcome Iris!

Nominating – Gina Hug – The committee is seeking a President-Elect, Secretary, and Nominating committee chair. Gina made a timeline and will get it to the procedures section of website.

Outreach and Advocacy – Merle Rosenzweig – no report
Resource sharing group purchasing – no report

Vendor Relations – Sandy McCarthy–Keith reporting because Sandy got kicked out of the AnyMeeting call (boo!) Her committee consists of Toni Janik and Ali Konieczny . They met virtually on Dec 3rd for a plan of action for the 2015 conference. Save the date postcards were sent to vendors. They composed a letter to vendors to explain the opportunities for showcasing their products. Reviewed the education committee schedule and will contact local arrangements for food/break opportunities. Booth cost will increase to \$275. They plan to weed out non-response vendors and will contact MHSLA members for any suggested vendors.

Regional Groups

ERHSLA –Melanie Bednarski – no report – they are meeting tomorrow.

GMR – Barbara Platts – the report is on the wiki – There is still funding available for exhibits with rolling due date for applying. Training on PubMed will be starting in February. DOCLINE training starts tomorrow, (January 21st). The next GMR Lake Effects by Beth Layton will be on GMR funding opportunities.

MDMLG – Ellen O’Donnell –the report is on the wiki – highlights are: MDMLG hasn’t met since the last board meeting. Next meeting is March 12th at the U of D Dental on the MedEd portal. The summer luncheon is on June 4th with Eric Norbert, the director at Reuther as the keynote, and will be at McGreagor Hall. Professional education committee is planning an April 2nd GMR workshop on PubMed for experts. The MDMLG board is planning a survey of the general membership regarding the health of the MDMLG budget. WSU will be hosting Science Boot Camp for librarians in June.

M- MHSLA – Iris Kovar -Gough– Iris is the new Mid- representative. They had a great holiday party at Heidi’s house. Discussion regarding MHSLA’s effort to see what the needs are and provide value to members and potential members. Discussion on what are other regional groups doing to get members. Discussion regarding potential merger with ERSHLA. Discussion on having a conference planning team instead of regional groups . Discussion regarding cross meeting CE’s for public librarians may help membership as well.

WMHSLA – Mary Hanson – no report.

Other Business-

a. Institutional membership in StatRef – will table since Merle is not in attendance.

b. Reciprocal student membership – Discussion regarding when a student signs up for a regional membership that student gets MHSLA membership – the membership committee of the regional organization would send MHSLA the student’s information and we would try to engage them to become active members.

Motion made by Melanie Bednarski to provide free membership to students as a part of their regional membership. Jill Turner 2nd motion carried.

Discussion about staffing the table with regional representatives and resume review at the conference for the students during the vendor time. Discussion regarding facilitating a shadow the librarian day for students. Discussion regarding vendor committee needing to know that MHSLA needs a table in the exhibition hall.

c. Location of reports online/digital binders - Discussion regarding conference reports needing to be available before the meeting. Talk to Andrea having place to access reports and placed in membership area. Discussion on making the wiki read access for general membership. Discussion regarding making wiki more robust by using linking capability, to create digital binders. Discussion regarding many hospital libraries not allowed access wiki. Suggestion to make things available on MHSLA website and links to documents and if unable to access contact the secretary.

d. Membership management software –Midwest MLA uses Wild Apricot to manage membership. Centralized place for membership management. Keith investigated and seems like it would be a good fit for MHSLA Cost for \$25 get you 250 members and \$50 will

get you 500 members. Membership committee will take a look at the site and report back to the board.

Adjourn - 12:14