



**MICHIGAN HEALTH SCIENCES
LIBRARIES ASSOCIATION**
www.mhsla.org

MHSLA Executive Board Meeting Minutes, September 19, 2017

In attendance:

Iris Kovar-Gough, Mary Hanson, Liz Lorbeer, Merle Rosenzweig, Emily Ginier, Mel Bednarski,

Via Zoom/Phone: Kristina Olsen, Barb Platts, Jessica Sender, Val Long, Betsy Williams, Heidi Schroeder, Jill Turner, Jennifer Barlow (part of the meeting)

Call to order: Mel Bednarski called the meeting to order at 10:03am.

Approval of Minutes: Motion to approve July 18, 2017 MHSLA Board minutes made by Mary Hanson, seconded by Val Long. Motion carries.

President's Remarks –Mel Bednarski for Jennifer Bowen. Jennifer is still out from her daughter's heart surgery. Please send good thoughts/prayers their way.

Bylaws – Mary Hanson – Has report/changes all ready to go for annual business meeting.

Archives – Ali Konieczny (not on call) – No report posted.

Treasurer – Kristina Olsen– Report is on the wiki. Checking account balance: \$12685.50-. CD: \$15,389.64-. Kristina has a few checks to cash.

Committee reports

Audit – Diane Gardner (not on call – Mel Bednarski reported for Diane). The books were prepared for review by Treasurer, Kristina Olsen and sent to Diane Gardner, Audit Committee for assessment.

An audit was performed on the books from January 1, 2016 through December 31, 2016 by Diane Gardner. The records are in order with documentation present.

Two items of note that should be reviewed and corrected:

1. The September 17-November 14, 2016 Profit and Loss Detail lists a 2010 Conference expense check number 1042 made out to Melanie Bednarski for \$89.04 but the documentation shows that this is for the 2016 conference expenses.
2. The September 23, 2015 – October 3, 2016 Profit and Loss statement lists a 2010 Conference expense of \$21.76. The 2016 set of financial books does not have any documentation regarding this expense so I was unable to verify it.

Bank statements and monthly reports, along with the 2016 Quick Book reports were used to complete the audit.

There are no outstanding checks for 2016.

IRS 990-N (e-postcard) confirmation was included in the paperwork showing filing status of 1/25/2017 for tax year end date of 10/31/2016. The organization has paid for renewals for bonding insurance, Michigan non-profit status, Survey Monkey subscription, Quick Book subscription, web-hosting agreement, domain name, and Wild Apricot. A donation was made in the name of Diane LeBar and a floral arrangement was sent for the funeral of an officer's family member. All supporting documentation was in order for the above expenses.

The 2016 audit was completed with the books being in good order with the two exceptions listed above. The board may adjust or correct the two items at their discretion.

Communications – Andrea Kepsel (not in attendance but report on wiki) – The fall newsletter was published on 9/11/17. The next issue will be published after the joint conference.

Conference Planning

Midwest/MHSLA 2017 – Merle Rosenzweig – Posters: There were 35 abstracts for posters submitted. The committee was able to get enough easels and boards to accept all the abstracts submitted. The posters will be set up in Salons I, II & III that will be opened to create one large room. The boards will be numbered and the committee notified the presenters of the number for their poster. Poster setup is scheduled for Monday, October 16 from 8:30-9pm and the poster session from 11am-12pm. Clips will be provided for attaching posters to the boards.

Papers: There were 30 paper abstracts submitted, of those 18 were selected for presentation. Those selected include a representation of the states in the Midwest Chapter of MLA and the Michigan Health Sciences Association—Chicago, Michigan, Iowa, Indiana, Ohio, Minnesota, Illinois, Iowa, and Kentucky. The paper presentations are scheduled for Sunday, October 15, from 2-4:30pm in Salons I, II, & III.

Registration as of Monday, September 18: There are a total of 96 registered. 83 full registration, 3 student, 3 retiree, 4 CE only, 7 one day registration. Valarie Reid has setup a Doodle Poll--
<https://doodle.com/poll/ivsfu8b5s48mr24s>--for volunteers to man the Registration/Hospitality table. Merle has sent out a request to both MidWest & MHSLA asking for volunteers since there are many slots still needing to be filled.

Bags: Kristy Poore of the Ann Arbor Area Convention and Visitors Bureau has donated 125 bags for the conference.

Vendors (Merle for Jennifer Barlow) There are 30 exhibitors--
<http://midwestmla.org/conference2017/vendorexhibitors/vendor-schedule/> who will have tables in Salons IV, V, and VI, and 8 sponsors <http://midwestmla.org/conference2017/sponsors/>. There will be a table for Midwest and MHSLA 2018 meetings.

Midwest/MHSLA 2017 Education – Emily Ginier – The Education Committee is coordinating with the Joint Meeting Registration Committee to schedule the New Member Scholarship and Member

Scholarship recipients' shifts at the registration/hospitality desk.

Continuing Education course registration as of Sunday, September 17 (52 total):

- Perspectives in Research Data Management – 7
- Getting Started with Information Outreach in Your Community – 7
- Advanced PubMed Techniques – 9
- Environmental Health Policy: Sources and Strategies for Effective Searching – 9
- Engaging Assessment to Show Value & Make Decisions: Making the Case for Your Library – 13
- Data Management – 7

MHSLA 2018 –Betsy Williams - Local arrangements chair (Betsy Williams) is organizing the sub-committees and tasks, and those groups will kick into high gear shortly after the 2017 conference. Dates: October 11-12 2018 /Location: Park Place Hotel, Traverse City

Hospitality/special event: Janette Ransom is arranging the special event which will be the evening of October 11 at the City Opera House (COH). The COH requires event insurance, and Janette and Jennifer Bowen are working on gathering the information requested by MHSLA's insurance agent. Once the agent has that information he will provide a quote for the event insurance.

Accommodations: Barb Platts is the point person for accommodations and meals at the conference.

Audio/visual: We plan to use the hotel's equipment and will budget for this. Caralee Witteveen-Lane will be the point person for AV issues at the conference.

Exhibits and vendors: Jennifer Barlow agreed to work on vendors for 2018 with whomever is the MHSLA vendor relations chair.

Publicity: Ethan Cutler, Sandy Swanson and Mary Hanson are responsible for publicity. The logo is in progress and promotional materials will be ready to distribute at the 2017 conference in Ypsilanti.

Registration: Sarah Benitez has volunteered to chair.

Education: Since this committee is at the state level, we will work with whomever is appointed chair of the MHSLA Education Committee. During the Board meeting, Emily Ginier volunteered to serve as education chair again for 2018.

Membership – Iris Kovar-Gough – The Membership Chair procedures were updated and posted to the MHSLA website in late August 2017. They now reflect the new duties associated with the Wild Apricot database and include information about how to transfer information, usernames, and passwords to an incoming Chair.

The renewal grace period is now over. All lapsed members were informed of their status change and contacts archived in Wild Apricot.

The current state of membership is:

- 11 Combined personal & institutional members
- 41 institutional members
- 67 personal members

6 students members
= 125 total members

Membership in 2016:
9 Personal & Institutional Members
38 Institutional Members
76 Personal Members
6 Student Members
= 129 members

Although we lost 9 personal members we gained 2 combination memberships and 3 institutional members. There was a net loss of 4 members.

The Chair would like to work more closely with resource sharing to ensure that institutional members are aware of the benefit of their membership (access to the STAT!Ref package) and to make the STAT!Ref renewal process easier and more transparent. There was confusion from several institutional members about their requirement to have both an MCLS and a MHSLA membership to participate and the general timeline was unclear to members as well.

Nominating – Barb LeTarte (not on call – report will be posted to wiki soon) – Heidi Schroeder and Mel Bednarski were nominated to serve as the elections committee and will report the results to Jennifer Bowen so she can alert winners.

Outreach –Merle Rosenzweig – Nothing to report.

Resource Sharing /Group Purchasing –Keith Engwall (not on call – report on wiki)– In June, the Resource Sharing Committee received usage stats for all of the titles in the StatRef collection for the 2016-2017 year, including document count and table of contents actions. A few titles were dropped/replaced with others. A call for renewal was sent out, and due to some additional participants, the final invoice amount was \$3,469.80, which ended up being a very modest increase from last year.

In addition to the changes made through the renewal process, as a thank you gift for 15 years of loyalty, StatRef gifted participants with free addition of BoardVitals NCLEX-RN for the duration of our subscription.

Vendor relations – Jennifer Barlow (not on call – Merle reported in her report) – Committee members: Jennifer Barlow (Chair), Jennifer Bowen, Alison Konieczny, Betsy Williams

We have 30 vendors/exhibitors, there are 8 sponsors for food/etc.

<http://midwestmla.org/conference2017/sponsors/>

Regional reports

GMR – Barbara Platts– Report is on the wiki. There's funding available for 8 awards. There are lots of NLM classes coming up. There are 2 MLA webinars this fall: Helping Patients and Health Care Consumers Understand Precision Medicine & Distinguishing the Questionable from the Trustworthy in Open Access Resources.

There was a discussion about it being difficult to choose/select webinars because the topics aren't all released at one time. Iris will send out a short survey to MSHLA members to hopefully discuss at the MSHLA annual meeting. Perhaps then, Merle can pass along MSHLA comments to MLA.

MDMLG – Jill Turner – MDMLG Executive Board Meeting was held on August 2, 2017 and the General Business meeting on September 14, 2017. Minutes from the meeting:

1. President – Angela Sponer
 - a. Summer Luncheon had 48 registrants.
 - b. General Business meeting was held on September 14 at Wayne State University
 - c. Board passed a new procedure for signing up MDMLG members and non-members for CE's to better accommodate those who need CE's and comply with MLA's new regulation.
2. Past-President –Misa Mi
 - a. WSU student who initially indicated interest in the student rep position declined invitation to accept position. Misa is contacting a second student who applied for the position to see if they will accept.
 - b. MDMLG Mentor Program will now fall under Outreach. Misa will continue to provide support and assistance with the program.
3. Treasurer - Andrea Rogers-Snyr
 - a. The final expense report for 2016-2017 showed a deficit of \$105.23. Last year's income was a little lower than what was projected initially.
 - b. The Projected Budget for 2017-2018 shows a deficit of \$1,229.40.
 - c. As of July 28, 2017, the MDMLG checkbook balance is \$9,014.76.
 - d. Discussed PayPal fees, vendor sponsorships for meetings, and advertisement space for newsletter in light of the deficit. Looking into alternative online payment systems with less fees than PayPal.
4. Membership - Stephanie Stebens
 - a. Membership stands: 34 individual (of those 2 students and 7 emeritus) and 10 institutional
5. Outreach – Courtney Mandarino
 - a. Discussed combining mentoring efforts with MSHLA
 - b. Discussed potential outreach activities (student fairs, conferences)
6. Nominating Committee – Laurie Arrick
 - a. Laurie will be chair of committee
7. Professional Development – Stephanie Swanberg
 - a. Discussed new changes implemented to MLA website:
 - i. Hosting Fees: MLA is now charging a 'hosting fee' when scheduling physical CE courses. This is in addition to speaker fees and course approval/renewal fees. Currently, there is little information provided except that it is \$50 for the first 25 participants; after that there are no established tiers and MLA states it is their decision to charge additional money or waive additional fees

- for more participants. This greatly impacts our ability to plan for CE costs and discussed partnering with MHSLA to write a letter of concern to MLA.
- ii. CE Evaluations & Certificates: The committee (or any host) can no longer print out CE evaluations and certificates for participants. Each person must now register for an individual account on MEDLIB-ED, login, and complete their evaluations and CEs. As a result, we will be putting together a 1 page step-by-step guide to help members get registered on the site share this at the upcoming general meeting, via email, and at the end of each CE offering this year.
- b. Upcoming Programming:
 - i. Webinars: We applied for and received GMR funding to host:
 1. August 15 - Scoping Reviews – hosted at OUWB Medical Library
 2. September 28 – Helping Patients and Health Care Consumers Understand Precision Medicine – hosted at Wayne State University
 - c. Developed a committee policy regarding new limitations of hosting MLA webinars (limit of 25 people that can claim CE credit) that was presented and approved via email by the MDMLG Board.
 - d. CEs: Plans for a Combined General Meeting/CE for November:
 - i. Appreciating Diversity: A Workshop for Health Sciences Librarians – 2 CE taught by Misa Mi
 8. Program Committee – Juliet Mullenmeister
 - a. Fall meeting held on September 14, 2017 consisted of a Lunch and Learn with Katherine Akers from Shiffman Medical Library, topic: Publishing Medical Case Reports. Program featuring Gurpreet Kaur Rana from University of Michigan speaking about Global Health.
 9. New Business
 - a. Discussing future online meetings

MMHSL – Jessica Sender MMHSLA met on September 13, 2017. There was a discussion about bylaw revision to allow group more leeway for frequency of meeting, and combining secretary and representative roles

- Elections:
 - Ballots will be sent out September 30th
 - Iris Kovar-Gough offered to be elections officer
 - Call for nominations will be sent out ASAP
- Mike Simmons presented on "collection development/management"
 - facilitates discussion
 - discussion about hospital libraries looking to academic libraries to keep stuff in perpetuity they keep most current- particularly backfiles
 - General discussion about: licensing, access, HL7, hospital libraries challenges, overlapping collections, audience, consumer health information.
- Conference planning 2019
 - Lansing
 - Look into the Radisson/Marriot/Eastwood town center, Lansing Center, need someone as venue liaison -Mike is willing to do this and will work on getting quotes
 - Keynote ideas?

WMHSLA – Valeria Long – WMHSLA met on August 15 at St. Mary's Hospital in Grand Rapids. Eight members attended physically and two participated virtually. Following the business portion of the

meeting, those attending in person viewed the MLA *Scoping Reviews: Mapping Your Course to Success* webinar. WMHSLA received a sponsorship award from GMR for this webinar. 2018 annual MHS LA conference: Most conversation at this meeting revolved around the 2018 MHS LA conference, which will be reported separately. Membership: Current membership stands at 26. Treasury: WMHSLA has a balance of just over \$1000. Next meeting: TBD but likely late October/early November. Elections for all offices will occur at this meeting.

Other Business – 2017-18 MHS LA Board positions (Liz Lorbeer). Some time was spent discussing 17-18 MHS LA Board offices/committee chairs. Liz will reach out to people about unfilled positions.

Heidi asked Board members to update their procedure documents. She will send a reminder to the Board listserv.

Barb Platts reminded people to submit annual reports. Heidi will send a reminder to the Board listserv and will create a folder on the wiki. She will work with Andrea Kepsel to get something up on the MHS LA website for members to review prior to the business meeting.

Adjourn –Mel Bednarski adjourned the meeting at 11:31am.