



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

MHSLA Executive Board Meeting Minutes, January 21, 2014

In attendance:

Merle Rosenzweig
Melanie Bednarski
Doris Blauet
Jennifer Bowen
Sheila Bryant
Keith Engwall
Diane Gardner
Mary Hanson
Andrea Kepsel
Alison Konieczny
Heidi Schroeder
Jill Turner
Abe Wheeler

Call to order:

Meeting was called to order at 10:12am

Approval of minutes:

Doris made a motion to approve the minutes. Motion was seconded by Jill and carried.

President's Remarks

Merle will be sending a message to board and then general membership regarding upcoming copyright webinar.

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Archivist's Report

Alison submitted a proposed budget of \$561 for archive budget. She needs additional supplies: archival boxes and folders, printing a roll of film. She gave a gentle reminder to please submit the reports to the wiki, as that is where she gets the reports for the archives. Motion from Diane to approve proposed archivist budget, motion was seconded by Jill and carried.

Treasurer's Report

Jill stated her report is on the wiki. Income \$537.97 and expenses \$598.38.

\$15,366.27 in the CD. One outstanding check, Mary Hansen will gently remind Lois Dye to cash her check. Audit will be done when Marilyn (the snow bird) returns in March. Discussion regarding income over expenses – basic operating budget has a \$460 loss, even assuming membership stays the same. MHSLA will be operating on a deficit. Discussion regarding expenses and do we want to continue to support two sites for webinar. Discussion regarding keeping support for two sites as education is one of the major goals of MHSLA . Discussion ensued regarding moving forward with a proposed budget each year to keep track of expenses and income. Motion from Jill that the board approves the proposed budget. Motion was seconded by Doris and carried.

Jill reported for Toni regarding MHSLA 2016 conference local arrangements. Toni requesting board approval for signing a contract to lock in dates and room rates with Novi Hotel Baronette. They are offering \$139 for room rate and \$500 a day for meeting rooms for 2016. Proposed dates for MHSLA 2016 are October 19th – 21st 2016 or October 26th thru 28th 2016. Proposed dates are not in conflict with MLA and Mid-West Region annual meetings. Discussion regarding canceling, Jill will find out if there is a penalty for canceling with Novi Hotel Baronette. Motion to approve dates and location for 2016 conference made by Andrea. Motion seconded by Keith and carried.

Committee Reports

Audit

Marilyn (the snow bird) is in Florida and will get the budget information from Jill upon her return and have the 2013 audit finished for the May 2014 meeting.

Bylaws

Mary's computer is finally working and she has no changes to the bylaws pending. Gentle reminder from Mary that if you have proposed changes to the bylaws, kindly send them to her.

Communications

Big cheer for Abe! He introduced Michelle the WSU practicum student at MSU. Abe is looking to hand off the committee and he wants to hand off newsletter as well. Discussion regarding the process of handing off the committee to an appointee designated by Merle. Merle will follow up with Chase Masters to chair the committee. Doris indicated interested in newsletter. Abe suggested separating the communications chair from producing the newsletter. Discussion regarding the need of the blog and/or newsletter to still be produced/maintained. Discussion regarding what the communications committee does and what can be done with it in the future and in what format. Abe asked the Board to think about any suggestions for the communications committee and he will write a report. Motion by Mary to have Abe write a report, motion seconded by Keith and carried.

Conference Planning

2014 Conference – Local Arrangements

Shelia reports she's now a Grandma, YAY! M-MHSLA had a 2014 conference meeting last Friday the 17th and chairs for all subcommittees approved the logo. Discussion regarding the Save the Date postcards, M-MHSLA would like to send electronic postcards. Discussion regarding the pros and cons of mailing Save the Date postcards. Discussion on adding a question on the conference survey to see if people still want the postcard and this year being a test run for no postcard. Shelia makes a motion that 2014 postcards will be electronic instead of paper, seconded by Doris. Motion passed with two opposed: Mary and Diane. Discussion of conference publicity via listservs, Jill will send list to Shelia of contacts for all listservs. Chair for vendor relations committee is vacant. Toni and Ali are still on the committee but they need a chair, as Leslie has stepped down. February is when they start contacting vendors. Merle will put out a call to find a chair. Registration form is pdf and Heidi is registration chair. She will be using a Google Docs form to make the registration process easier.

2014 Conference – Education

Andrea reported the education committee submitted a proposed budget, including two webcasts in 2014 for two sites. 2014 Conference CE's submitted for board approval: 3rd Party Pubmed Tools taught by Holly Burt with 4 CE hours. Gray Lit. Google for it and More by Sarah Bonato, with 4 CE hours. Introduction to Bibliometrics by Judy Burnham with 4 CE hours. American Indian Health Resources – Samantha Hewakapuge with 3 CE hours. Discussion of having Samantha add a dance class for an additional fourth hour of CE. The committee also proposed a workshop following the annual business meeting/lunch on Thursday October 16th, 2014. The workshop by Lisa Hadden, Executive Director of Mid-Michigan AHEC, on leveraging community assets. Motion to approve proposed CE's and workshop by Mary, seconded by Doris, motion carried. Proposed CE budget has travel and honorarium for Sarah Bonato and Judy Burnham as Holly Burt and Samantha Hewakapuge are from NLM. Motion to approve proposed budget for CE's made by Keith, and seconded by Mel, motion carried.

2015 Conference

Diane- local arrangements for 2015, ERSHLA looking at DoubleTree in Bay City for September 24th & 25th with a quote of \$99 a room; Bavarian Inn in Frankenmuth for September 9th-10th with a quote of \$109 a room; U of M Flint campus with Holiday Inn Express close by for September 24th & 25th with a quote of \$77 a room. Holiday Inn Gate Way for September 24th & 25th with a quote of \$109 a room. Food costs were all similar. Meeting room rates will be waived at the Holiday Inn Express, Holiday Inn Gateway quoted \$600 and U of M Flint quoted \$1000. Discussion regarding holding conference in Downtown Flint, pros and cons. Discussion regarding September 9th and

10th as too early in the semester with potential conflict for academic librarians and members with school aged children. General consensus that Downtown Flint was fine for the conference and a later date in September was preferable. ERHSLA will be meeting next week to discuss further. Discussion on Keith finding a chair for Education committee for 2015 conference. Keith and Merle will discuss further after meeting.

Membership – Doris reported 4 new members and down 8 members from last year due to retirements and people leaving the profession.

Nominating – Merle reporting for Nandita, she will be sending out a call in early April for board positions. Discussion regarding changing bylaws. Merle is interested in changing the bylaws to allow a member to be on the ballot repeat years, for example Treasurer, to ensure continuity. Merle will send proposed changes to Mary.

Outreach and Advocacy – Vacant – Merle will appoint someone.

Research

Merle reports Mark Chaffee will be able to get more active and is working with Merle on her copyright research project. Will do a survey to membership on copyright, to see if we should offer a CE on making the library the go to place in institutions for copyright issues.

Resource Sharing – no report.

Vendor Relations – vacant –Merle will appoint someone.

Regional Reports:

ERSHLA

Mel reported they will be meeting next week at Red Lobster to discuss the 2015 conference and the merger with M-MHSLA

GMR – Barbs report is on the wiki

MDMLG

Report posted on wiki. Jill reported for Ellen, MDMLG had a general membership meeting on November 21st at ROPL on Affordable Care Act. Membership stands at 20 institutional and 53 individual. MDMLG sponsored a half day CE course on searching the grey literature at Wayne State University on November 26. The professional development committee also sent out a survey soliciting input on future CE course. Upcoming meetings on March 20th - a panel discussion on embedded librarians at the Farmington Community Library

Summer luncheon at Meadowbrook on June 19th, the speaker will be an art history professor from Oakland University, Andrea Eis, talking on “Marginalia” (the scribes in the margins of books).

September 18th at Oakwood Hospital in Dearborn - the topic will be big data.

New Member Initiative discussion continued about how to foster relationships with new members. One suggestion was to hold an after work social gathering.

The Nominating Committee has started the process of recruiting for the Membership Services, Treasurer and President Elect positions for 2014-15.

The next MDMLG board meeting is scheduled for March 5th.

M-MHSLA

Heidi's report is on the wiki, with many more conference planning committee meetings in the works.

WMHSLA

Mary – did the webinar, had a meeting, Looking at DoubleTree in Holland for the 2017 conference, people were enthused about joint conference with Midwest Chapter. Discussion regarding co-conference, and multiple regional sponsorship due to smaller regional groups. Discussion about past issues regarding joint conference with Midwest chapter. Discussion regarding local arrangements being the only regional MHSLA committee and the rest of the committee's be MHSLA wide. Also discussion of skipping 2017 off the rotation and 2018 would be WMHSLA. Survey membership to see if any interest. Merle is willing to do local 2017 in Eagle Crest in Ypsilanti. Merle will contact Donna at Mid-West Region regarding funds. Jennifer Barlow might be willing to be Education Chair. Doris motions, that 2017 Merle is the sucker to chair local arrangements for the 2017 conference.

Old Business

Binders issues – they get lost. Education committee binder is still missing. Merle suggested moving towards making online procedures up to date and get rid of the binders. Keep small useful documents like timelines, procedures, programs, contracts, and locations on wiki. Ali reminded that some of those documents are in the archives. Keith suggested a page in the wiki for each committee with a see also for documents locations.

New Business

MHSLA Telecommunications – Keith looked at some telecommunication products and chose AnyTime. Keith proposes a test meeting. Merle voluntold Keith to start a protocol for implementation. Members will keep Keith apprised if situations arise in using AnyMeeting, and he will send a DoodlePoll to schedule test meeting time. March meeting will be evaluating the test meeting.

Merle will have a phone tree to call board members of canceling meetings in case of bad travel weather.

Meeting Adjourned 12:16