



**MICHIGAN HEALTH SCIENCES
LIBRARIES ASSOCIATION**

www.mhsla.org

MHSLA Executive Board Meeting Minutes, November 19, 2013

In attendance:

Merle Rosenzweig
Melanie Bednarski
Sheila Bryant
Keith Engwall
Diane Gardner
Mary Hanson
Andrea Kepsel
Alison Konieczny
Ellen O'Donnell
Jill Turner

Call to order:

Meeting was called to order at 10:07am

Approval of minutes:

Merle made motion to approve the minutes. Motion was seconded and carried.

President's Remarks

Merle noted that Keith will take minutes. Keith panicked and missed any further remarks while preparing to take minutes.

Archivist's Report

Alison proposed adding a second archivist to handle, moving forward, the preservation of MHSLA documents, history, etc., both online and in paper. This person will collect all the reports, print them out, use Adobe Pro to convert files to archival PDF. This may require a purchase of Adobe Pro if the second archivist does not already have it.

The question of whether maintaining a physical archives is necessary was discussed. Consensus was that a physical archives is necessary as protection against worse-case situations where the electronic version is lost, format becomes obsolete, etc.

Jill suggested contacting Mike Strahan, who indicated an interest in getting involved remotely. Alison will contact Mike to see if he wants to take on this role. If he is not interested, she will ask Merle to put a call out to the membership.

Treasurer's Report

Report is posted on the wiki. The conference made money. Conference Income was \$21,691.99 + \$305 (outstanding check). Expenses: \$21,177.66 + \$67.99 (Mary brought a payment for the cake).

Previously missing checks have been accounted for.

Jill would like to revise the reimbursement form. She does not need to present proposed changes to the board, just the changes that have been made. She wants to add fields for check numbers, etc. to make bookkeeping easier.

Jill proposed that MHSLA be on a budget for operational expenses (conference spending already is handled separately). In general, budgets should have been done by this meeting, to be considered by the board. Jill proposed that between now and end of Dec, committees, etc. should submit their budgets, so that the board can review and approve it at the next meeting. Budgets would run from conference to the next conference.

Mary suggested, as an alternative, end of year reports on expenses, since there are sufficient funds to cover annual expenses. Jill acknowledged the healthy state of MHLSA funds, but expressed concern that with declining membership the organization may eventually run into problems and that a budget would make it easier to anticipate expenses for the year.

Diane made a motion that an announcement be made that any committees that need to spend money in the coming year submit a budget for the Jan meeting. Any expenses not budgeted (or if a budget is not submitted) would need to be submitted separately to the board for approval. Motion was seconded and carried.

Sheila will look at the general ledger report for details on speaker fees, travel expenses.

Committee Reports

Audit

Bylaws

Due to computer issues, Mary has been unable to successfully send final bylaws, but will make further attempts.

Communications

Diane suggested contacting Abe to get the schedule of communications.

Keith brought Nominating Committee binder

Conference Planning

Mary wants to get an official final report on local arrangements for conferences to use as a template for creating her report on the 2013 conference... only can find individual reports...

Jill meant to include Mary on an email for final conference spending and will forward her a copy.

Diane will send the Frankenmuth spreadsheet to use as a template to both Mary for summing up the 2013 conference and Sheila for the 2014 conference

2014 Conference – Local Arrangements

Sheila indicated they are having a meeting on Friday, and numbers for budget should be ready then

Sheila announced that she took up a new subject (Math and Statistics) at work and will no longer be a veterinary school librarian after the conference. Dismay ensued.

2014 Conference - Education

Andrea indicated that Keynote speaker is lined up, planning to do a CE class on ROI. Committee is trying to find classes widely appealing to broad set of librarians.

2013 Survey was discussed:

According to survey, people had problems with CEs, Andrea noted that this has been the case over the past years. People wanted more networking time. Diane noted that when networking time is granted, people complain that there isn't sufficient content.

Round tables were considered to be too broad

Lightning rounds time needs to be enforced.

Posters were good, people liked that it was in same room as vendors, but facility wasn't set up for unmounted posters, and presenters need to be given guidance as to what to do: a time slot to stand by posters. Need boards for posters or require participants to mount them

Andrea will have Brad talk to Soaring Eagle and will provide requirements in call for posters

Keith suggested providing approved poster presenters with a little card with their contact information in case they didn't bring anything for themselves.

2015 Conference

Meeting next month, conference somewhere in Flint, 2 days (thurs, fri, with CEs on friday)

Membership – no report

Nominating – no report (Keith brought binder from Stephanie, gave it to Merle)

Outreach and Advocacy – no report

Research

Merle selected Copyright as a research topic. Merle will submit a survey. Maybe Open Access as an extension of the topic. Does your institution support open access, etc?

Andrea noted that upcoming GMR webinar is on Copyright

Resource Sharing

Duplicates from NLM will be shipped to Mark.

Jill sent out an email about the last four shelves of books... if they're not claimed by end of year, they will be tossed

Vendor Relations

Alison indicated Leslie put up the report... all vendors got a nice thank you letter, and got a survey to see how we did... don't know if survey is closed.

Contemplating having one meal non-sponsored to allow for networking. That was turned down because a huge chunk of the vendor income comes from the dine and learns. Alison is not interested in chairing Vendor Relations committee if vendors are not allowed to sponsor meals.

Regional Reports:

MDMLG

Report posted on wiki.

WMHSLA

Will be hosting webinar tomorrow.

Never found the binders, could not find local planning procedures to review on the website. The procedures on the website are from 2004. Mark may have posted more current ones elsewhere

Old Business

Discussed MHSLA Telecommunications Survey. Agreed that video (faces) not required. Phone-only access must be available, since some sites cannot access web-based conferencing.

Keith made a motion that the board hold a test meeting in Feb or March to try out a conference solution (tbd). It was seconded and approved. Keith will present details on the test meeting at the Jan Board Meeting.

New Business

Midwest MLA Conference in Michigan 2017. Western would be the regional group, and is going to discuss and get back to MHSLA as to whether they are willing to participate. Discussion was tabled.

Meeting Adjourned 12:16