



MHSLA Executive Board Meeting Agenda
September 17, 2013
10am
Michigan Library Consortium Conference Board Room
Lansing, MI

Diane Gardner
Melanie Bednarski
Doris Blauet
Mary Hanson
Jill Turner
Ellen O'Donnell
Keith Engwall
Stephanie Swanberg
Abe Wheeler
Mark MacEachern
Merle Rosenzweig
Sheila Bryant

- 1. Call to order** Diane Gardner*
Absences: Mary Fitzpatrick, Barbara Platts, Leslie Burke, Alison Konieczny, and Andrea Kepsel

Meeting called to order at 10:07am

- 2. Approval of minutes** Mark Mac Eachern*

Merle made motion to approve the minutes. Mary H seconded. Motion carried.

- 3. President's Remarks** Diane Gardner

Diane noted that this is the last meeting she'll lead as President.

4. Archivist's report Alison Konieczny

See Appendix A for report.

5. Treasurer's report Jill Turner*

The treasurer is reorganizing the finances and books. Connie ordered new cheques and Jill is seeking a missing chequebook. Diane suggested that Jill send a message asking for those to cash outstanding cheques.

6. Review of Committee Reports

Standing Committees:

Audit Marilyn Kostrzewski

The audit is ongoing. Marilyn and Jill are working on it.

Bylaws Mary Hanson*

Mary will update membership on suggested bylaw changes in prep for vote at the annual meeting.

Communications Abe Wheeler*

Abe noted that the newsletter is out and that he will begin looking for a successor soon.

Conference Planning Merle Rosenzweig*
'13 Local Arrangements Alison Konieczny

Mary H noted that things are well and the group is working on minor logistical issues.

'13 Education Mary Fitzpatrick – Absent

Doris made a motion that the Board fund out of the remaining budget 4 of the 5 MLA webinars at one site each. Merle seconded. Motion passed.

'14 Local Arrangements Sheila Bryant*

Sheila noted that all's well on '14 front.

'14 Education Andrea Kepsel - Absent
Membership Doris Blauet*

Doris noted that membership is down 12 from last year to 133 total members.

Nominating Stephanie Swanberg*

See Appendix B for report.

Outreach and Advocacy

Melanie Bednarski*

Melanie has recruited a new outreach member.

Research

Diane Gardner

No new info.

Resource Sharing

Jill Turner/Mark Mac Eachern

Mark has taken over for Jill. NLM has his address.

Group Purchasing Subcommittee

No new info.

Vendor Relations

Alison Konieczny

See Appendix C for report.

7. Regional Group Reports:

ERHSLA

Melanie Bednarski*

ERHSLA has new members.

GMR Regional Council

Barbara Platts – Absent

See Appendix D for report.

MDMLG

Ellen O'Donnell

See Appendix E for report.

M-MHSLA

Andrea Kepsel - Absent

WMHSLA

Mary Hanson

No new info.

A discussion developed about conference planning documentation at this point. Mark encouraged the board to identify a protocol for move planning documentation to the wiki (to replace the missing binder and to give future planners a reference point).

8. Old Business

a. Survey for online conferencing results

Keith ran through Leslie's ppt, which is in the wiki. The key takeaway from the discussion is that there is interest in providing teleconferencing options, but there is still indecision on which program to use.

b. Audit of Treasurer's Books for 2012

Diane asked Jill whether the Board should do a partial audit this year or focus on doing a 2 year audit next year? Jill believes she can complete the 2012 audit by the November mtg and the 2013 audit by March.

9. New Business

a. Confidentiality

Diane discussed the importance of confidentiality.

Merle and Diane suggested that the Treasurer create an inventory of materials, so that the Board knows exactly what documentation exists (e.g., debit card).

10. Adjournment

Diane

Meeting adjourned at 11:30.

Appendix A

Archivist's Report Sept. 17, 2013

To assist with maintaining MHSLA Archives, a second archivist is requested. This proposed archivist would be the "Digital Age Archivist" and would be responsible for archiving our current documents that are "born digital." There is still a massive backlog of non-digitized materials that represent a huge time commitment, so assistance from another MHSLA volunteer would help to ease some pressure from the current archivist.

It was hoped that a MHSLA Archives webpage would be completed by the end of this summer; however, this has not yet been accomplished. It is hoped that this will be completed in the near future.

Respectfully submitted,

Alison Konieczny

Appendix B

Nominating Committee Final Report

August 2, 2013

In January 2013, the Nominating Committee developed the committee timeline for the year and reported this at the January Executive Board Meeting (see Appendix A). The committee sent out two calls for nominations and self-nominations to the MHSLA listserv on April 1 and May 10, 2013 (see Appendix B). One member was nominated for President-Elect, one member for Secretary, and five for Nominating Committee. The deadline to nominate was June 10, 2013.

On June 17, 2013 the Nominating Committee submitted the preliminary slate to the MHSLA Executive Board for approval. Approval was received on June 20, 2013 and Secretary Mark MacEachern emailed the preliminary ballot to the membership on July 1 with a request for write-in candidates to be submitted to Stephanie Swanberg by July 19, 2013. No additional candidates were submitted. The final (and preliminary) ballot is as follows:

- President-Elect: Keith Engwall
- Secretary: Jennifer Bowen
- Nominating Committee:
 - Nandita Mani – MDMLG
 - Sherri McConnell – MMHSL
 - Brett Powers – WMHSLA
 - Julia Rodriguez – MDMLG
 - Alexandra Sarkozy - MDMLG

All candidates have signed the nomination consent forms (see Appendix C) and officer candidate bios (see Appendix D) have been collected and included in the electronic ballot. Two ballots (individual and dual membership) have been created in SurveyMonkey and preview links have been provided below:

- **MHSLA Election Ballot 2013 (Individual Members):**

http://www.surveymonkey.com/s.aspx?PREVIEW_MODE=DO_NOT_USE_THIS_LINK_FOR_COLLECTION&sm=vPK5Jb6WGGUPAPNpxx%2fHE9Ep4SHNTWR92h00G%2fGJrnw%3d

- **MHSLA Election Ballot 2013 (Dual Members):**

http://www.surveymonkey.com/s.aspx?PREVIEW_MODE=DO_NOT_USE_THIS_LINK_FOR_COLLECTION&sm=oUxMyk7jb%2bpObYpozTZjZt6W6zXRv5Jfi58IVMf0wjc%3d

Secretary Mark MacEachern will distribute the ballot to the membership on August 30 with

ballots being accepted until September 27, 2013. The committee will report election results to the MHSLA President by September 30. Election results will be announced to the membership at the General Business Meeting on October 17 during the annual conference.

Respectfully submitted,

- Andrea Kepsel
- Stephanie Swanberg, Chair
- Sandy Swanson

Memo

To: MHSLA Executive Board
From: Leslie Burke
CC: Ali Konieczny, Toni Janik
Date: 7/29/2016
Re: Vendor Committee Report

Vendor Committee Report to date for 2013 MHSLA Annual Education Conference

As of 9/17/2013, we have \$8,900.00 in promised exhibitor fees and sponsorships, and have \$6,500.00 in our possession. Some vendors sent extra money and so we have \$150.00 additional that we can use to purchase prizes for the raffles.

As of 9/17/2013, we are still waiting on \$250 from EOS International, \$250 from NNLM-GMR and \$1,050.00 from Springer. I have a check for \$1,100.00 that I will send to Jill today.

Current sponsorships are:

Wednesday:

- Breakfast & Learn – Springer
- Lunch & Learn – Ovid
- PM Break sponsor – McGraw-Hill
- Welcome Reception Sponsor – Rittenhouse

Thursday:

- Breakfast & Learn – Swets
- Lunch & Learn – Elsevier/Clinical Key

Friday:

- Breakfast & Learn – AAAS/Science

Vendors exhibiting are: Elsevier, Stat!Ref, EOS International, OVID, NNLM-GMR, Swets Information Services, Springer, EBSCO Information Services, McGraw-Hill Professional Medical, AAAS/Science,

Matthews Medical & Scientific Book Co., Basch Subscriptions (a Prenax Co.), Rittenhouse Book Distributors.

Appendix D

Current Funding Opportunities

Exhibit Awards – Up to \$1500, submission deadline: rolling. For additional information follow this link: [Exhibit Award CFA](#).

MLA Webcasts - Fall 2013 Series

MLA is hosting a five part fall webinar series. The GMR and MHSLA funding is limited so site selection will be considered carefully. More information on upcoming registration information will be provided through the GMR and MHSLA list serves.

Wednesday, September 25

Topic: Making Your Library Promotion Pop: Practical Design Principles and Tools for the Non-Designer

Presenter: April Aultman Becker, Research Medical Library, MD Anderson Cancer Center

More information: http://www.mlanet.org/education/distance_ed/design/index.html

Site sponsorship registration deadline: September 16, 2013

Wednesday, October 2

Topic: Assessment

Presenter: Lisa Janicke Hinchliffe, University Library, University of Illinois–Urbana-Champaign

Wednesday, November 6

Topic: Understanding the Business of Your Organization

Presenter: Kristen DeSanto, AHIP, Clinical and Research Library, Children’s Hospital Colorado–Aurora

Wednesday, November 20

Topic: The Evolving Librarian: Responding to Changes in the Workplace and Health Care

Presenter: Michelle Kraft, AHIP, Alumni Library, Cleveland Clinic

Wednesday, December 11

Topic: Research 101: Formulating a Research Plan through Collaboration

Presenter: Heather Holmes, AHIP, Medical Library, Summa Health System

Upcoming Lake Effects Webinar

An Overview of USCIS (September 19, 2013) Presenter: Kate M. Syfert, Regional Lead for Community Relations, Central Regional Office, U.S. Citizenship and Immigration Services, Department of Homeland Security. Kate will cover the responsibilities and activities of U.S. Citizenship and Immigration Services (USCIS), an agency within the Department of Homeland Security. USCIS is responsible for administering federal immigration benefits,

including green cards, work permits, and naturalization. This session will provide an overview of the agency, our current initiatives, and resources available for those who assist immigrants. [Registration Link](#)

PubMed Update (January 16, 2014) Presenter: Sharon Dennis, NN/LM National Training Center

Discover what's new; what's different, what's surprising with PubMed in the new year.

[Registration Link](#)

GMR Lending Library

New resources are continuously added to the GMR Lending Library. Topics cover subject areas such as staff development, technology, copyright, and library marketing.

To request an item, please send an email to gmlib@uic.edu, and you will be issued a User ID and password. The link to the Lending Library can be found at: <http://www.gmlibrary.org/>.

Regional Events and Meetings

Visit: <http://www.eventkeeper.com/code/events.cfm?curOrg=NNLMGMR>

for additional information on GMR exhibits, educational events and state library association meetings.

NN/LM Members Directory

To search the NN/LM Members Directory, click on this link:

<http://nmlm.gov/members/adv.html>.

Submitted by,
Barbara Platts, MLIS, AHIP
Munson Healthcare
GMR Regional Coordinator

Appendix E



Metropolitan Detroit Medical Library Group Representative Report Sept 17, 2013

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

MDMLG Executive Board 2013-14

President: Jill Turner
President Elect: Stephanie Swanberg
Past President: Barb LeTarte
Secretary: Alexandra Elizabeth Sarkozy
Treasurer: Donna Marshall
Public Relations: Vacant
Membership Services: Misa Mi

Transitional Board Meeting

The MDMLG transitional board meeting was held August 7, 2013 at the U of D Dental Library.

Goals and objectives and projected budget submissions were discussed.

Development of a mentoring program for new members was discussed and also ways to make new members feel more welcome to the group. It was agreed to institute the practice of introducing everyone at the general membership meetings and having them say a few words about their library to help everyone become acquainted. We also discussed having newsletter articles about new members (with a picture). Keith Engwall agreed to head up a task force to explore further ideas.

September General Membership Meeting and Program

The September 5th meeting was held at Beaumont Hospital with both a brown bag session and the program covering the topic of systematic reviews. Misa Mi from Oakland University William Beaumont Medical School led the brown bag discussion and Mark MacEachern and Whitney Townsend from the University of Michigan were the presenters. The program was excellent.

Jill Turner announced that she was looking for volunteers to fill the Public Relations board position and the Auditor position, due to a recent resignation. Anyone interested should contact her.

The next MDMLG meeting will be held in November – the date and place are to be determined. The topic will be the Accountable Care Act and public library involvement in helping the public sign up for health care coverage.

There is an upcoming CE course also planned for November – tentatively the Tuesday before Thanksgiving. The topic is “Googling the Greys” (searching the grey literature on the internet). The price will be \$40 for members. More information to come.

There will also be a 15 hour combined online and ‘face to face’ PubMed training class next April to be held at Wayne State. More information will be coming out soon.

The 2013-14 directory is up on the MDMLG website and the members only password will be changing later this month.

MDMLG Membership currently stands at: 17 institutional, 48 regular, 3 students.

Respectfully submitted,
Ellen O’Donnell, MDMLG Co-Representative