



MICHIGAN HEALTH SCIENCES

LIBRARIES ASSOCIATION

www.mhsla.org

MHSLA Executive Board Meeting Agenda  
July 16, 2013  
10am  
Michigan Library Consortium Conference Board Room  
Lansing, MI

**Attendees**

Diane Gardner, President  
Merle Rosenzweig, President-Elect  
Doris Blauet, Membership  
Mary Hanson, Bylaws  
Sheila Bryant, Local Arrangements 2014  
Leslie Burke, Immediate Past President  
Ellen O'Donnell, MDMLG  
Jill Turner, Resource Sharing  
Andrea Kepsel, Education 2014  
Mark MacEachern, Secretary

**1. Call to order** Diane Gardner

Absences: Mary Fitzpatrick, Barbara Platts, Melanie Bednarski, Marilyn Kostrzewski, Stephanie Swanberg, Alison Konieczny

President Diane Gardner called the meeting to order at 10:15.

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

Doris Blauet made a motion to approve the previous meeting's minutes. Leslie Burke seconded. Motion carried.

**3. President's Remarks** Diane Gardner

President Diane Gardner saved her remarks for New Business.

**4. Archivist's report** Alison Konieczny – Absent

Mary Hanson presented Alison Konieczny's report. See Appendix A for the report.

5. **Treasurer's report** Connie Bongiorno - Absent

See 'New Business' for discussion re: Treasurer.

6. **Review of Committee Reports**

**Standing Committees:**

**Audit** Marilyn Kostrzewski – Absent

President Diane Gardner noted that the audit has not been completed because Marilyn Kostrzewski has not received the books from the Treasurer.

**Bylaws** Mary Hanson

Mary Hanson proposed that the Board accept the revisions as outlined in Appendix B and present the revisions to the membership. Doris made a motion to this effect. Merle Rosenzweig seconded. Motion carried.

**Communications** Abe Wheeler

Andrea Kepsel spoke on Abe Wheeler's behalf. The next issue will be the conference preview. Send Abe materials by mid-August.

**Conference Planning** Merle Rosenzweig\*  
**'13 Local Arrangements** Alison Konieczny – Absent

Mary Hanson discussed the current state of the conference. The committee has released the rooms that are anticipated to remain unused. They are compiling a list of people who need MHSLA to arrange rooms. The food situation is set. The group has compiled a new conference page ([ferris.libguides.com/mhsla2013](http://ferris.libguides.com/mhsla2013)), which duplicates the page on the MHSLA site. Andrea Kepsel will figure out how to manage and best present both sites.

**'13 Education** Mary Fitzpatrick – Absent

See Appendix C for Mary Fitzpatrick's report.

**'14 Local Arrangements** Sheila Bryant

Sheila Bryant discussed the 2014 conference. The committee is currently brainstorming the logo/theme/title. The Board discussed the conference planning materials and how they have gone missing. Leslie Burke suggested that committees (specifically the planning and local arrangements) put their planning materials into the wiki for the benefit of future conference planners. Jill Turner offered to send Mark MacEachern her planning documents from the 2012 conference in Novi. Mark will create space for these documents in the wiki.

## **'14 Education**

Andrea Kepsel

See Appendix D for Andrea Kepsel's report. The committee plans to invite Frank Boles as the keynote. He has waived his speaker fees, but Leslie Burke made a motion to provide him with an honorarium of \$500 honorarium regardless or, in lieu of that, a donation of an equal amount to the Clark Library. Merle Rosenzweig seconded. Motion carried.

## **Membership**

Doris Blauet

See Appendix E for Doris Blauet's report.

## **Nominating**

Stephanie Swanberg - Absent

Andrea Kepsel presented Stephanie Swanberg's report. See Appendix F for report.

## **Outreach and Advocacy**

Melanie Bednarski – Absent

No report.

## **Research**

Diane Gardner

President Diane Gardner notified the Board that President-Elect Merle Rosenzweig will take over responsibility for the research project in the coming year.

## **Resource Sharing**

Jill Turner

See Appendix G for Jill Turner's report.

## **Group Purchasing Subcommittee**

### **Vendor Relations**

L. Burke reporting for A. Konieczny

Leslie Burke spoke on Alison Konieczny's behalf. Most of the Lunch and Learns are filled for the upcoming conference. Most of the vendor payments are in. The committee will follow up with those whose payments are still outstanding.

## **7. Regional Group Reports:**

### **ERHSLA**

Melanie Bednarski – Absent

Doris Blauet noted that ERHSLA has communicated with M-MHSLA about a possible merger.

### **GMR Regional Council**

Barbara Platts – Absent

See Appendix H for Barbara Platts' report.

**MDMLG**

Ellen O'Donnell

See Appendix I for Ellen O'Donnell's report.

**M-MHSLA**

Andrea Kepsel

See Appendix J for Andrea Kepsel's report.

**WMHSLA**

Alison Konieczny – Absent

Mary Hanson noted that WMHSLA is busy planning the upcoming conference.

**8. Old Business**

a. Pricing structures for StatRef and Survey results

The Board will maintain the current pricing structure for the current year, but revisit for the next round. Ellen O'Donnell and President Diane Gardner will discuss this further.

b. Awards (Librarian of the Year, Lifetime Achievement)

The Board reviewed nominations and selected a recipient for Librarian of the Year. Doris Blauet made a motion to accept the nomination. Ellen O'Donnell seconded. Motion carried. Diane Gardner will get the plaque. The award will be revealed at the upcoming conference in Grand Rapids.

**9. New Business**

a. Survey for online conferencing – L.Burke

Leslie Burke made a motion to distribute the video/teleconferencing survey to MHSLA membership. See Appendix L for the tentative survey. Merle Rosenzweig seconded. Motion carried.

b. Audit of Treasurer's Books

President Diane Gardner read a statement (Appendix M) about the current state of the Audit. In her brief, President Gardner noted that by failing to provide the Audit Committee Chair with the Association's notebook and checkbook, the Treasurer failed to perform her duties as they are outlined in the Treasurer procedure manual. As a result, an internal audit has not been completed for 2012.

Following her statement, President Gardner brought forward charges that the Treasurer has been in dereliction of her elected duties by failing to provide the account information to the Audit Committee Chair. A special meeting will be held on August 20 to confront the issue. The Treasurer will be invited to attend and participate in the discussion. A vote will be held at the meeting to determine how the Board proceeds with the Treasurer position. The issues are with the Treasurer's reporting,

auditing, and failure to communicate adequately on time sensitive matters, and not with a misuse of funds.

President Gardner asked if this is an action the Board is willing to pursue. The Board agreed that the matter of the Audit needs to be addressed and that a special meeting on August 20 should be held. According to the Bylaws, the Treasurer does not have to be at the meeting, but she must be notified of its occurrence in advance so that she can attend if she chooses. President Gardner will write up a letter and send it to the Treasurer via certified/registered mail.

See Appendix N for additional documentation of relevance to this discussion.

Mark MacEachern suggested that moving forward the Treasurer procedures be reconsidered to minimize the likelihood of a similar situation happening again. President Gardner noted that the recently adopted eligibility criteria for officer positions of 1-year MHSLA membership before ballot consideration will go some way to address this.

## 10. **Adjournment**

Diane

Doris Blauet made a motion to adjourn. Merle Rosenzweig seconded. Meeting adjourned at 11:43am.

## **Appendix A**

### **Archivist's Report July 16, 2013**

All of the previously non-digitized MHSLA Newsletters have been digitized and deposited in the MHSLA Archives. Selected excerpts from the older newsletters have been shared with Abe Wheeler for a 100<sup>th</sup> anniversary retrospective issue.

Since a tab on the MHSLA webpage specifically dedicated to the MHSLA Archives was approved at the March MHSLA Board Meeting, an Archives webpage will be developed by the end of summer.

Respectfully submitted,

Alison Konieczny

## **Appendix B – Proposed changes to Bylaws (red highlights)**

### *MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION*

#### *BYLAWS*

*(Revised 2012)*

##### *ARTICLE I. Name*

*The name of this non-profit incorporated organization shall be the Michigan Health Sciences Libraries Association, abbreviated as MHSLA, and hereinafter referred to as MHSLA or The Association.*

##### *ARTICLE II. Purpose*

*The purpose of the Association is to further health sciences librarianship by demonstrating a positive impact on health care within the community through sharing library resources; providing educational opportunities for health science library personnel; encouraging, coordinating, and conducting research in health science libraries; and providing a professional support system for Association members.*

##### *ARTICLE III. Membership*

###### *Section 1. Classes*

*There shall be two categories of membership, personal and institutional.*

###### *Section 2. Eligibility*

- A. Personal members shall be persons who are interested in health sciences libraries.*
- B. Institutional members shall be health sciences libraries or libraries in allied fields. The authorized representative of an institutional member shall be designated in writing by the institution at the time of payment of dues, but may be transferred during the year upon written notification.*

### *Section 3. Rights and Privileges*

#### *A. Personal members are eligible:*

- 1. To vote*
- 2. To hold office **after one (1) year of personal membership**, chair and serve on committees*
- 3. To receive the newsletter, Membership Directory, and access to the members- only section of the MHSLA website.*
- 4. To receive reduced conference rates*

#### *B. Institutional members are eligible:*

- 1. To one vote for the designated institutional representative*
- 2. To have the designated institutional representative appointed to committees*
- 3. To receive the newsletter, Membership Directory, all other published materials, and access to the members-only section of the MHSLA website.*
- 4. To participate in consortial agreements negotiated by MHSLA*
- 5. To receive reduced conference rates for the designated institutional representative*
- 6. To receive reduced prices for MHSLA products, e.g., MISHULS.*

### *ARTICLE IV. Fees and Dues*

#### *Section 1. Fiscal Year*

*The fiscal year of the Association shall be November 1 to October 31.*

#### *Section 2. Membership Year*

*The membership year of the Association shall be July 1 – June 30.*



### *Section 3. Dues*

*The dues shall be determined by simple majority vote in a distributed ballot or at the Annual Business Meeting after discussion and amendment of proposed dues by the Executive Board. Annual dues shall be payable on presentation of a notice by the Chair of the Membership Committee at the beginning of each fiscal year.*

### *Section 4. Cessation of Membership*

#### *A. Second Notice*

*If dues are unpaid by July 1st, a second notice will be sent by the Chair of the Membership Committee.*

#### *B. Loss of Membership*

*If dues are unpaid by August 1st, the dues shall be considered in arrears and without further notice the Member shall lose the rights and privileges of membership.*

#### *C. Reinstatement of Membership*

*Upon payment of dues for the current calendar year, the Member shall regain the rights and privileges of membership for that year.*

### *Section 5. Special Assessments*

*In the event that additional monies are needed above and beyond the annual dues, the Executive Board may request a special assessment. The rationale for the assessment shall be presented to the membership who will then vote on the assessment. A simple majority will determine the outcome.*

## *ARTICLE V. Officers*

### *Section 1. Election and terms of Officers*

*The Association shall have four elected officers: President, President-Elect, Secretary, and Treasurer. The elected officers of the Association are also the officers of the Executive Board.*

A. *Nominations*

*The elected officers of the organization shall be nominated and elected as provided in this Article and Article VIII of these Bylaws. The term of office shall be one year for the President and for the President-Elect. The term of office shall be two years for the Secretary and for the Treasurer. All nominees shall be personal members of the organization for at least one (1) year prior to nomination.*

B. *Term of Office*

*Elected officers, with the exception of the Treasurer whose term of office shall run concurrent with the fiscal year, shall take office at the close of the Annual Business Meeting following their election and shall serve, unless unable to complete their term of office, until the end of the Annual Business Meeting held at the close of their term of office; or until their successors have been duly chosen and shall have assumed their duties.*

C. *Succession to Office of President*

*At the end of the current President's term of office the President-Elect immediately becomes the President.*

D. *Removal from Office*

*If at such a time it is established that the incumbent officer, appointed or elected, shall be incapable of performing their obligations, the Executive Board shall be responsible for removing that person from office.*

1. *Reason for removal*

a. *Compulsory removal. Charges must be filed with the Secretary of the Association.*

- 1) *Unexcused absence for two (2) consecutive meetings.*
- 2) *Change of residence making performance of duties impossible.*
- 3) *Illness which precludes performance of duties.*
- 4) *Conduct which is contrary to the best interests of the Association.*

b. *Any Association member may bring charges against an Executive Board Member. The charges must be in writing and filed with the Secretary of the Association.*

## 2. *Due Process*

*The Executive Board shall investigate the charges and schedule a hearing. The officer shall be furnished with a copy of the charges and shall be notified by registered or certified mail at least 30 days in advance of the date of the hearing. A two-thirds vote of the membership of the Executive Board shall be necessary for the removal from office.*

3. *Appeal may be addressed to the general membership in the form of a written petition. The decision may be reversed by obtaining the signatures of 51% of the membership within thirty (30) days*

## Section 2. *Vacancies*

### A. *Vacancy in Office of President*

*A vacancy arising in the office of President shall be filled by the President-Elect who shall cease to be President-Elect, serve out the unexpired one-year term of President, and continue as President for the full succeeding one-year term to which he or she was elected.*

### B. *Vacancy in Office of President-Elect*

*A vacancy arising in the office of President-Elect shall be filled by a vote of the Executive Board for the remainder of that year. If the vacancy occurs thirty (30) or fewer days prior to the election of officers at the Annual Business Meeting, a special election shall be held by ballot within 60 days following the Annual Business Meeting.*

### C. *Vacancy in Office of Secretary or Treasurer*

*A vacancy during the first year of the term of offices of Secretary or Treasurer shall be filled by a member of the Executive Board determined by a vote of the Executive Board. The area group whose representative is chosen to fill the vacancy shall select a replacement, who shall serve out the remainder to the originally selected representative's term of office. (Area groups may petition the Executive Board for an exception.) In conjunction with the elections in the fall, a new treasurer or secretary will be elected to fill out the remaining term of office. If the vacancy occurs during the second year of office it shall be filled by a member of the Executive Board determined by a vote of the Executive Board. Elections shall be held as usual in the fall.*

## Appendix C – Education Committee Report



MICHIGAN  
HEALTH SCIENCES  
LIBRARIES  
ASSOCIATION  
[www.mhsla.org](http://www.mhsla.org)

Education Committee  
July 16, 2013

The Education Committee has been working with the local arrangement committees on programming, scheduling and rooms.

The two student scholarships have been awarded and all applicants have been notified.

We are seeking scholarship applications from members who have never attended the conference. Scholarship includes conference registration, 3 nights at the conference hotel and applicable meals. The scholarship winner is expected to help at the hospitality table and to write a short summary of the conference experience to be published in the MHLA Newsletter. Applications are due by August 1, 2013. We are also seeking applications from members who would like help with either conference registration cost or hotel cost. The member who is awarded this scholarship is expected to either work on a committee for the upcoming year or present at the 2013 conference. Applications for the scholarships can be found on the MHLA webpage or by contacting Mary Fitzpatrick, Education Chair at [mary.fitzpatrick@mclaren.org](mailto:mary.fitzpatrick@mclaren.org). Both scholarships are due by August 1, 2013 and are drawn from eligible applications.

A call for posters was posted on the MHLA listserv and is now listed on the conference blog. Deadline for poster abstracts is September 19, 2013. Posters will be displayed at the conference on Thursday, October 17, 2013 from 1-5 p. m. Send poster abstracts to Mary Fitzpatrick at [mary.fitzpatrick@mclaren.org](mailto:mary.fitzpatrick@mclaren.org)

Toot your horn and tell your story during the "Lightning Rounds" session to be held on the Friday, October 18, 2013, 8:30 a.m. – 10:00 a.m. New this Year! Time has been allotted, 10:00 a.m. – 11:00 a.m., for Q & A discussions regarding the presentations. "Lightning Rounds" are 20 slides presented at 20 seconds per slide totaling 6 minutes on your topic. Send Lightning Round topics to Sharon Williams at [swillia1@hurleymc.com](mailto:swillia1@hurleymc.com)

Submitted by:  
Mary Fitzpatrick  
Education Chair 2013

## Appendix D

2014 Education Committee Report  
Respectfully submitted by Andrea Kepsel

July 2013

- Members of the 2014 Education Committee are Mary Fitzpatrick, Diane Hummel, Andrea Kepsel (chair), Sherri McConnell, Alexandra Sarkozy, and Kate Saylor.
- The Education Committee would like Board approval to invite Frank Boles, Director of the Clarke Historical Library, to be our keynote speaker for the 2014 annual conference.
  - Frank's talk would be about the collections at the Clarke Library, highlighting some of the interesting and unusual items and stories they have.
  - He does not think there will be much in the collection related to science and medicine, but he will include what he can.
  - There will be no charge for the talk since it is considered to be part of the Clarke Library's outreach and public engagement activities. There will also be no travel fee since Frank is local to the area.

## Appendix E – Membership Committee Report



MICHIGAN  
HEALTH SCIENCES  
LIBRARIES  
ASSOCIATION  
[www.mhsla.org](http://www.mhsla.org)

Membership Committee  
July 16, 2013

Renewal notices and reminders have been sent to the members. An additional reminder to only those who have not renewed will be sent this week (by July 20) stating that the final renewal date is August 1. To date we have 59 personal and 25 institutional members for a total of 84. Last year we had 145, so we are behind by 61.

Doris Blauet  
Membership chair  
July 15, 2013

## Appendix F

### MHSLA Nominating Committee Preliminary Report July 16, 2013

On June 27, the Nominating Committee submitted the 2013 preliminary ballot to the MHSLA Executive Board for approval. Approval was received on June 20 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. To date, no additional candidates have been submitted.

#### **Preliminary Ballot:**

- **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 nomination consent forms and bios have been obtained for the President-Elect and Secretary candidates as follows:

#### **President-Elect:**

Keith Engwall MSLIS, Assistant Professor, is the Web & Emerging Technologies Librarian for the Oakland University William Beaumont School of Medicine Library. Previously, he served as the Head of Library Systems and Technology at Catawba College in Salisbury, NC. Keith received his MSLIS from the University of Illinois Graduate School of Library and Information Science in 1995. He is interested in exploring the roles of mobile health technology, social media, and open access in healthcare and medical education. Keith leverages his experience in web design, programming and technology to explore, implement and design solutions to meet the needs of the library, school and community. Keith has been an active member of the Michigan Health Sciences Libraries Association and the Metropolitan Detroit Medical Library Group since 2012, serving on the MDMLG Program and Nominating Committees. Keith is currently the co-convener for the New Members Special Interest Group and blogger for the Educational Media & Technologies Section of the Medical Library Association.

#### **Secretary:**

Jennifer I. Bowen, MLIS has been a librarian at the Detroit Medical Center Library Services since 2008 and previously served as the Family Resources Librarian at Children's Hospital of Michigan and Librarian at Plunkett and Cooney law firm in Detroit. Jennifer received her Master of Library and Information Science and Bachelor of Arts in Speech Communication from Wayne State University and has been an active member of the Metropolitan Detroit Medical Library

Group since 2002 and the Michigan Health Sciences Libraries Association since 2003. Jennifer is currently Secretary of MDMLG, served as the Public Relations Executive Board Member from 2009-2011, and has participated in the MDMLG Professional Development, Nominating, and Communications committees over the years. In 2012, Jennifer received the MHSLA Annual Conference Member Scholarship and was a lightening round presenter.

**Upcoming Deadlines:**

- August 2 - Final Report & Ballot due to the MHSLA Board
- August 30 – Secretary Distributes Ballot to Membership
- September 27 – Final Day to Return Ballots
- September 30 – Report Election Results to MHSLA President
- October 11 – MHSLA President Contacts Candidates with Results
- October 17 – Election Results Reported at the General Business Meeting

Respectfully submitted,

- Andrea Kepsel
- Stephanie Swanberg, Chair
- Sandy Swanson



## Appendix G

### RESOURCE SHARING COMMITTEE BOARD REPORT July 16, 2013

#### **NLM Duplicates:**

Approximately half of the NLM duplicates have been claimed. Books are presently being delivered by hand or being boxed for shipment.

#### **Group Purchase:**

##### StatRef Titles:

Mike Strahan (Northern Michigan University), Audrey Bondar (Henry Ford Health System), Toni Janik (Hotel du Grace), and Jill Turner (University of Detroit Mercy) met with StatRef rep Nikole Riley and Rich Miggin (StatRef) to perform title selection for the consortial purchase. The following titles were de-selected from the package:

1. Pharmacotherapeutics: A Primary Care Clinical Guide (2005) – low usage
2. Reichel's Care of the Elderly (2009) – low usage
3. Textbook of Family Medicine – 3<sup>rd</sup> ed – low usage
4. USMLE Step 2 Clinical Skills Triage – low usage
5. USMLE Step 3 Review – older material (2009) and going with another exam prep course
6. ACP PIER (purchasing Bundle instead)
7. AHFS DI Essentials (purchasing Bundle instead)

The following titles were added to the consortial package:

1. MKSAP for students 5
2. Davis's NCLEX RN Success
3. Danforth's OB
4. Bundle ACP PIER, Journal Club, AHFS DI Essentials
5. Internal Medicine Essentials for Students: companion to MKSAP
6. Doctor of Nursing Practice Essentials
7. Neurology Video Textbook (2013)

##### Anatomy TV:

- StatRef offered an option for MHS LA to purchase Anatomy TV with consortial pricing. This offer is totally separate from the group StatRef title purchase. Institutions can opt in for the purchase of Anatomy TV without choosing to participate in the StatRef titles

consortial purchase. The offer consisted of Anatomy.tv plus 3D Real Time Body for \$2,165 (per library) based on 49 institution participation with 10 concurrent users. This would be a perpetual access purchase with no platform fee. A webinar to demo Anatomy.tv was held.

- After concerns were raised, StatRef agreed to raise the number of concurrent users to 20.
- The number of interested institutions is well below the 49 required for the pricing originally proposed. At present, Diana Mitchell is working on alternate pricing with StatRef. Those institutions who indicated interest initially are being contacted by Diana to ascertain continued interest.

Respectfully Submitted,  
Jill Turner  
Chair, Resource Sharing

## Appendix H

### GMR Regional Update MHSLA Board Report July 16, 2013

#### **Current Funding Opportunities**

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

#### **Upcoming Lake Effects Webinar**

*Information Petting Zoo: Consumer Health Resources About Animals*, Online, July 18, 2013.

Presenter: Heather K. Moberly, MSLS, AHIP, Professor, Coordinator of Veterinary Services, Texas A&M University Medical Sciences Library.

Today the "consumer" is an animal and the information seeker their owner. Join us for a brief overview of veterinary education and specialties. Next, focusing on companion animals, we will identify and discuss authoritative resources covering topics such as pet care, pets and emergencies/disasters, zoonoses (diseases you can catch from animals), and toxic foods and plants. We will also include educational and multilingual resources. If you love, live and/or work with animals, this session is for you.

[Registration Link](#)

#### **NN/LM Members Directory**

To search the NN/LM Members Directory, click on this link: <http://nnlm.gov/members/adv.html>.

#### **GMR Lending Library**

Several book selections will be added to the GMR Lending Library this quarter. Selections cover subject areas such as staff development, technology, copyright, and library marketing.

To request an item, please send an email to [gmlib@uic.edu](mailto: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.gmrlibrary.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.

Submitted by,  
Barbara Platts, MLIS, AHIP / GMR Regional Coordinator

## Appendix I

### Metropolitan Detroit Medical Library Group Representative Report July 16, 2013

#### **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:** Diane LeBar  
**Membership Services:** Misa Mi

#### **Summer Luncheon and Annual Meeting**

The MDMLG summer luncheon and annual meeting was held June 13, 2013 at the Big Rock Chop House in Birmingham, Michigan. Jane Blumenthal, MLA Past President, U of M Taubman Medical Library, spoke to the group on the importance of mentoring. The new MDMLG board (see above) took office at that time.

#### **CE Class**

MDMLG is sponsoring a CE class on Thursday, August 15, 2013 from 8:30am – 1:00pm. The price is \$40 for members and \$50 for non-members. Information and a registration form is on the MDMLG website. The deadline to sign up is August 8.

**Topic:** "How to be Visible in a Virtual World"

**Speaker:** Dr. Charlaune Ezell, President, The Extra Edge

**Location:** Rehabilitation Institute of Michigan

#### **September Meeting:**

The tentative program topic for the September meeting is a discussion on systematic reviews.

#### **Transitional Board Meeting**

The next MDMLG board meeting is August 7, 2013 at the U of D Dental Library.

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

## Appendix J

M-MHSLA Rep Report  
Respectfully submitted by Andrea Kepsel

July 2013

The last M-MHSLA meeting was held on June 27, 2013. Topics discussed included:

- Work continues on 2014 conference planning.
- A number of consumer health activities have taken place or are planned:
  - April program at Okemos Library—Mike Simmons presented Medlineplus and NIHSeniorHealth, and questions to ask during an appointment with medical professionals. Sherri McConnell made a presentation on how to evaluate websites for trustworthy health information.
  - May program at the Meridian Senior Center--Mike presented Medlineplus and NIHSeniorHealth to the 12 people at the senior center. He also talked about EHRs and privacy, HIPAA and asking questions during a medical visit.
  - Contacted CATA about their health fair that takes place at the downtown bus shelter about CADL participating. Sherri talked to their outreach/marketing person. Was told that they have to turn organizations away because so many organizations want to participate, but CATA only allows organizations that can directly provide health services.
  - Staffed the CADL table at the Capital Area Health Alliance Rally on June 8 health at the Armory near Pattengill school. With the head of the Downtown Library. Displayed health-related materials, and give out information about library programming. Potential for giving out more health-related information--information on health databases through MeL, Medlineplus and AskMe3 as examples. Have been attending these monthly meetings representing CADL.
  - Mike will make a presentation at the CADL in-service conference in November where he will talk about how to conduct health-related reference interviews, when to refer patrons to other health information facilities and what health information facilities are available in the area. (What information or assistance can the public get from area health facilities and academic libraries?)
  - Sherri will be writing the monthly health entries for the CADL blog. Eunice Borelli was doing this but is leaving to work at the Library of Michigan. Topic ideas include explaining the health exchange [www.HealthCare.gov](http://www.HealthCare.gov).
  - Idea: Work with Capital Area Literacy Coalition (<http://www.thereadingpeople.org/>) to create materials on health literacy for both low ability readers and ESOL readers.
- Discussed merger with ERSHLA. A number of questions were raised, so Brad Long will get in contact with ERSHLA to clarify details.
- There will be an Embase training at MSU on August 29. If others interested in attending let Susan Kendall know.
- The next M-MHSLA meeting will be held in August.

## Appendix L

### VIDEO/TELECONFERENCING SURVEY FOR MSHLA MEMBERS

- 1) What videoconferencing and/or teleconferencing software is currently in use by your organization?  
[free text box]
- 2) Are you allowed to use it and participate in it?
  - a. Yes?
  - b. No? (Why?)
  - c. Unsure?
- 3) Do you know of any free videoconferencing software? If yes, please name it here:
  - a. Yes?
  - b. No?Software name: [free text box]
- 4) If so, can you indicate any pros and cons of using it?  
[free text box]
- 5) If the MSHLA Board held some of their meetings via videoconference, would you be more or less inclined to be willing to serve?
  - a. More?
  - b. Less?
  - c. About the same?

Can you think of other questions?

## Appendix M



July 16, 2013

To: The Board Members of Michigan Health Sciences Libraries Association

From: Diane Gardner, President

Re: Connie Bongiorno, Treasurer

It has come to my attention that the Treasurer, Connie Bongiorno, has failed to follow the procedures (MHSLA Procedure Manual Treasurer item 6b) of her position for providing the Association's notebook and checkbook information for 2012 to the Audit Committee Chair, Marilyn Kostrzewski.

Marilyn started communication with Connie regarding obtaining the necessary materials on April 5, 2013. Dates for providing the materials were scheduled for the May 21 MHSLA board meeting in Lansing, Memorial Day weekend, June 14 and June 22, 2013. Materials were never provided on these dates.

On June 6, 2013, I became involved by sending her a direct email copied to the President Elect, Merle Rosenzweig, asking Connie to send the information (specifically the 3 ring binder and ledger information for 2012) to Marilyn so that she would have it by June 14. I explained that this would give Marilyn about 4 weeks to put together the audit report for the July 16 board meeting. I received no response. The week of June 14, 2013 I posted a message to her on the MHSLA Board Listserv asking her how the information was coming for the audit. I received a private email that stated she had some health issues, was concerned that her boss was thinking there was too much work time being spent on treasurer duties and that she had put in about 15 hours on treasurer related duties in the past month. She stated the books would be mailed to Marilyn on Saturday. They were never received.

At this point the internal audit has not been done for 2012 due to failure of the Treasurer, Connie Bongiorno to provide Marilyn Kostrzewski with the necessary information from the Association's financial records. Connie has failed to provide the requested information on the dates stated, failed to keep in communication regarding status of said materials and failed to follow the duties of her elected office.

## Appendix N – Treasurer Procedures

### MHSLA PROCEDURE MANUAL TREASURER

#### **Charge**

The Treasurer is responsible for the receipt and disbursement of all Association funds. The Treasurer shall provide, when requested, a detailed report in writing to the Board on monies received and expended. Upon approval of the Board, the annual Treasurer's report shall be submitted to the membership at the Annual Business Meeting. The Treasurer shall have other duties and responsibilities as may be assigned by the Board.

#### **Treasurer**

The Treasurer is elected by a vote of the general membership for a two-year term on the Board. The incoming Treasurer takes office at the close of the general membership meeting following his/her election. The Treasurer is a voting member of the Board.

#### **Procedures**

1. New MHSLA President or Treasurer Transition
  - a. When a new MHSLA President or Treasurer is appointed, a signature card must be on file for each officer within a month of their appointment at a Standard Federal Bank branch office which is the MHSLA's banking institution for checking and certificate of deposit. These signature cards are used for verification by the bank for approved individuals able to access the account.
  - b. The old and new Treasurer should go to the bank together, in person, to change the name on the account and fill out a new signature card.
2. Depositing Funds
  - a. The Treasurer routinely receives funds from the following sources:
    1. Membership Dues – sent by the Membership Committee chair
    2. Registration Fees – sent by the Annual Conference's Registration Committee Chair
    3. Vendor Contributions – sent by the Annual Conference's Vendor Committee Chair
  - b. After Treasurer receives checks to deposit, a notification of receipt of the checks is sent to the chair through phone call or e-mail.
  - c. Treasurer stamps each check with MHSLA endorsement stamp and writes out deposit slip for transaction. Copies of the deposit slip and checks are made and filed in the Treasurer's notebook.
  - d. Checks are deposited at a Standard Federal Bank branch office and deposit transaction slips are filed in the Treasurer's notebook.
  - e. Amount of deposit is posted in the checkbook.



3. Expenditures
  - a. The Treasurer receives requests from members for payment of invoices and fees made on behalf of the Association.
  - b. If a member is to be reimbursed for an expenditure, a MHSLA Reimbursement/Payment form [www.mhsla.org/members/reimburs.htm](http://www.mhsla.org/members/reimburs.htm) must be submitted to the Treasurer in order for member to be paid.
  - c. Check is made out to the payee and a copy of the check and paperwork is made and filed in the Treasurer's notebook.
  - d. Check and accompanying paperwork is mailed in an MHSLA envelope.
  - e. Check item is logged in the MHSLA checkbook.
  
4. Tax Returns
  - a. MHSLA is established as a non-profit organization and has a federal identification number (38-243-6538) to be used for business purposes.
  - b. The Treasurer must file a Form 990-EZ (tax return for organizations exempt from Income Tax) annually for the organization.
  
5. Bonding
  - a. The President and Treasurer of MHSLA are bonded each year with the Hacker-King-Sherry Agency in Lansing, Michigan. An invoice is received on annual basis and paid from the association's general fund.
  - b. Upon taking office, each new Treasurer should contact the Hacker-King-Sherry Agency and request to be bonded on behalf of MHSLA.
  
6. Reports and Annual Audit
  - a. The Treasurer prepares financial reports on the total income and expenditures of the Association and a report on the total income and expenditures of the educational conference for each MHSLA Board Meeting. An annual income statement is prepared and presented by the Treasurer at the annual Membership Meeting at the Educational Conference.
  - b. The Treasurer prepares the Treasurer's notebooks and checkbook for the annual audit, generally during the month of February, conducted by the MHSLA Audit Committee.

*Revised 2/05*