



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

MHSLA Executive Board Meeting Agenda
March 20, 2012
10am
Michigan Library Consortium Conference Board Room
Lansing, MI

Present

Mike Simmons, Immediate Past President
Abe Wheeler, Communications
Andrea Kepsel, M-MHSLA
Mary Hanson, Bylaws
Leslie Burke, President
Marilyn Kostrzewki, MDMLG
Gina Hug, Local Arrangements
Toni Janik, Local Arrangements
Sharon Williams, Membership
Ellen O'Donnell, MDMLG
Diane Gardner, President Elect
Melanie Bednarski, Outreach and Advocacy, EHRSLA
Heidi Schroeder, Resource Sharing
Mark MacEachern, Secretary
Janet Zimmerman, Education 2012 (remotely)
Barbara Platts, GMR (remotely)

Absent

Jill Turner, Treasurer
Nadia Lalla, Group Purchasing
Robin Sabo, Nominating
Alison Konieczny, Archivist, WMHSLA

1. **Call to order** Leslie Burke
2. **President's Remarks** Leslie Burke
Leslie noted that two members would attend remotely. Introductions were made and Leslie asked that members state their name before a comment for the benefit of the remote attendees. Leslie also thanked Diane for running the January meeting in her absence.
3. **Approval of minutes** Mark Mac Eachern
Mark made motion to approve minutes. Toni seconded. Motion passed.
4. **Archivist's report** Alison Konieczny
See Appendix A for report.
5. **Treasurer's report** Jill Turner (absent) –

See Appendix B1 and B2 for report. Leslie tabled approval of report until next mtg. Marilyn added that the rationale for 3 yrs minimum balance is to cover conferences, which we plan years in advance.

6. Review of Committee Reports

Standing Committees:

Audit

Marilyn Kostrzewski

The audit is complete and everything balances. There is one outstanding cheque for a donation discussed at November 2011 Board Mtg. Jill has filed 2010 tax paperwork.

Bylaws

Mary Hanson

No report.

Communications

Abe Wheeler

Abe plans to reevaluate newsletter and blog and bring suggestions to Board. Mike discussed survey of members regarding the listserv's handling of emails. Listserv settings will remain the same.

Conference Planning

Diane Gardner

'12 Local Arrangements

Toni Janik/Gina Hug

Toni presented the Local Arrangements report (Appendix C). The hotel will not provide power cords for vendor tables, but the Board will. Payment to Tin Fish will be paid in installments. Registration forms will not be mailed, but will instead be made accessible on the site and publicized through email. Must book rooms by Oct 2 for conference rate. Mike suggested the "Late Fee Date" and "Conference Room Rate Deadline Date" be the same for consistency. Mike added that 3 vendors (Micromedex, Rittenhouse, and Stat!Ref) have confirmed attendance

'12 Education

Toni Janik (for Janet Zimmerman/Nancy Bulgarelli)

See Appendix D for report. Heidi made motion to approve the "Walking in the Nurses' Shoes" CE course for the 2012 conference. Mike seconded. Motion passed.

Membership

Sharon Williams

Sharon suggested that the Board change Article IV, Section 4B of the Bylaws from March 1 to October 1. Sharon further suggested that a section for credentials (e.g., MLIS, PhD, etc.) be added to the membership form. After discussion with the Board it was decided that AHIP credentials will remain on form, while the OCLC number will be eliminated.

After lengthy discussion, Melanie made motion to change membership year from the calendar year to July 1 – June 30. Diane seconded. Motion carries. Current subscriptions will carry over until June 30, 2013.

Association fees (such as late fees, registration fees, and institutional fees) were also discussed at length. Discussion was tabled until the May mtg.

Nominating

Robin Sabo (absent)

No report.

Outreach and Advocacy

Melanie Bednarski

Heidi discussed MHSLA committee and involvement survey (from old business). Draft survey is in Appendix E. Heidi, Mike, and Mark will write descriptions for committees and offices, so that they can be linked to from survey. Janet suggested a timeframe be added to the committee participation questions (e.g., within last 5 years). Board agreed that last question should be reworded to better capture whether people are able to attend meetings remotely and the technologies they would prefer to use if they did so. Board also agreed that the AHIP question should be cut b/c that data is captured in the membership form. Heidi will revise and redistribute before next board mtg.

Research

Diane Gardner

Work continues. Nothing new to report.

Resource Sharing

Heidi Schroeder

See Appendix F for report. Leslie made motion to give committee \$700 for expenses. Mary seconded. LB will handle lunch for next mtg.

Group Purchasing Subcommittee Nadia Lalla (absent)

No report.

7. Regional Group Reports:

ERHSLA

Melanie Bednarski

No report.

GRM Regional Council

Barbara Platts (via audioconference)

See Appendix G for report. GMR will decide who receives funding for the April webcast in a couple of weeks.

MDMLG

Ellen O'Donnell

See Appendix H for report.

M-MHSLA

Andrea Kepsel

See Appendix I for report.

UPHSLC

No report.

WMHSLA

Alison Konieczny

See Appendix J for report. DG asked if institutions can join groups outside their geographical area. LB – Yes.

8. Old Business

Vendor Relations Committee? Both 2012 and 2013 conference planners have asked that this be discussed and decided. Please discuss.

Leslie decided to continue the Ad Hoc Vendor Relations Committee for another year. Mike is chair. Alison, J. Coffey, and J. Van Buskirk are the other members.

By-laws revisions for online vote in spring

Tabled.

MHSLA committee & officer involvement survey/form - Heidi Schroeder

Discussed above (Outreach and Advocacy)

Recommend a fiscal policy for MHSLA

Tabled.

Committee budgets for next fiscal year

Tabled.

9. New Business

MLA web sessions – procedures for approving and funding

MHSLA funds those that do not receive GMR funding. Board wants GMR to know that we do not care if they fund the same places consecutively. Leslie will talk to Barbara and Holly Burt, and keep Janet in the loop.

Responsibility for SurveyMonkey – Mike Simmons

Communications chair. Ballot data will be deleted soon after data is analyzed.

Password change April 1, 2012 – Sharon Williams

Drive12

10. Adjournment
12:52

Leslie Burke

Appendix A – Archivist’s Report

Archivist’s Report
March 20, 2012

As suggested at the January 2012 MHSLA Board Meeting, picture scanning has been made a priority. The photos have been delivered to the Ferris Archives and naming conventions have been determined. When a critical mass of photos has been scanned, a group username and password will be disseminated to MHSLA members. There are numerous photos without identification, so input from MHSLA members will be sought to accurately identify individuals and events pictured. Also, a mechanism for directly transferring digital photos into the archive will be determined in the near future.

Respectfully submitted,

Alison Konieczny

Appendix B1 – Treasurer’s Report

Report: General Ledger

https://qbo.intuit.com/qbo28/reports/316375071/execute?rptid=31637...

**Michigan Health Sciences Libraries Association
General Ledger
January 18 - March 15, 2012**

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance
Checking							
Beginning Balance							21,112.80
01/19/2012	Check	832	Heidi Schroeder	Board lunch	Meals and Entertainment	-49.20	21,063.60
01/19/2012	Check	833	Survey Monkey		Dues & Subscriptions	-200.00	20,863.60
01/26/2012	Check	834	MCLS		Rent or Lease	-50.00	20,813.60
01/31/2012	Check	Dobit	US Post Office		Shipping, Freight & Delivery	-27.00	20,786.60
01/31/2012	Check	835	Grand Valley State University		2013 Conference - Expense	-2,325.00	18,461.60
02/28/2012	Deposit		Membership		Membership Dues	90.00	18,551.60
03/09/2012	Deposit		Membership		Membership Dues	373.37	18,924.97
03/12/2012	Deposit				-SPLIT-	2,145.00	21,069.97 <i>chbk balance</i>
Total for Checking							\$ -42.83
Certificate of Deposit							
Beginning Balance							12,500.48
Total for Certificate of Deposit							
Opening Balance Equity							
Beginning Balance							59,960.12
Total for Opening Balance Equity							
Retained Earnings							
Beginning Balance							-26,303.84
Total for Retained Earnings							
2012 Conference - Vendor - Income							
03/12/2012	Deposit				Checking	1,800.00	1,800.00
Total for 2012 Conference - Vendor - Income							\$1,800.00
Membership Dues							
02/28/2012	Deposit		Membership		Checking	90.00	90.00
03/09/2012	Deposit		Membership		Checking	373.37	463.37
03/12/2012	Deposit				Checking	345.00	808.37
Total for Membership Dues							\$808.37
2013 Conference - Expense							
01/31/2012	Check	835	Grand Valley State University	Eberhard Ctr room booking down payment	Checking	2,325.00	2,325.00
Total for 2013 Conference - Expense							\$2,325.00

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance
Dues & Subscriptions							
01/19/2012	Check	833	Survey Monkey		Checking	200.00	200.00
Total for Dues & Subscriptions						\$200.00	
Meals and Entertainment							
01/19/2012	Check	832	Heidi Schroeder	Board lunch	Checking	49.20	49.20
Total for Meals and Entertainment						\$49.20	
Office Expenses							
Beginning Balance							43.00
Total for Office Expenses							
Rent or Lease							
01/26/2012	Check	834	MCLS	1/17/12 Board mtg	Checking	50.00	50.00
Total for Rent or Lease						\$50.00	
Shipping, Freight & Delivery							
01/31/2012	Check	Debit	US Post Office	3 books stamps	Checking	27.00	27.00
Total for Shipping, Freight & Delivery						\$27.00	

Thursday, Mar 15, 2012 06:02:16 PM GMT-4 - Cash Basis

Appendix B2 – Treasurer Report Part 2

Treasurer Report: Part 2

March 2012

- Met with Marilyn Kostrzewski to discuss checking account minimum balance. As Treasurer, I would like to propose MHSLA maintain a checking account balance of no less than 3 years' worth of **operating** expenses.
 - I took an average of the last 3 years (to include webcasts), so at this time, the minimum balance would be ~ \$9,650.00.
- I propose that each committee submit a projected budget and final budget to the Treasurer, to begin with the start of the next fiscal year (Nov.1, 2012).

Appendix C – Local Arrangements

**MHSLA 2012
Local Arrangements Committee Update for March Board Meeting
– Submitted by Toni Janik & Gina Hug, Co-Chairs**

1. MHSLA Conference Planning for 2012 is going well.
2. Conference Bags have been obtained for participants
3. “Conference At A Glance” Documents has been updated.
4. The MHSLA Conference Committee Co-Chairs and Subcommittee chairs met on February 28, 2012 at the Baronette in Novi.

Gina Hug and John DuLong attended the MHSLA 2012 Annual Conference Planning meeting at the Baronette Renaissance Hotel on February 28. The AV Committee made the following determinations:

- Sladen laptops were able to connect to the hotel’s WiFi
- There are adequate electrical outlets for the equipment
- The hotel will provide electrical cords at no charge
- A microphone will not be needed in the Gallery area. The Gallery holds 40 classroom style and has a low ceiling.
- The Gallery has no sound system
- Will need a password to connect to the wireless network. The password changes every week.
- There is wireless throughout the hotel. Again, there is a password for wireless access.
- There is a different password for the guests and for the meeting rooms.
- The Banquet Captain will provide the WiFi code upon our arrival for the meeting rooms.
- The equipment can be stored overnight in the Boardroom. Ellen O’Donnell and John DuLong will have the keys to the Boardroom.
- Hotel will provide power to each vendor table – it’s the vendor and/or our responsibility to provide a power bar for each vendor for their equipment.

Also discussed at this meeting:

- a. Signage
 - b. Catering needs
 - c. Toured the facility and discussed seating layouts
5. The Local Arrangements Co-Chairs met in the afternoon with the Manager of the Tin Fish – our site for the Special Event
 - a. \$500 deposit required in May
 - b. Additional deposit required in September
 - c. Balance of invoice needs to be paid the night of the event by Visa or Debit.
 - d. Jill Turner has agreed to assist with these payments
 6. Draft Registration Form is ready for Board Approval

Appendix D – Education Committee Report

Education Committee Update for March Board Meeting – Submitted by Janet Zimmerman & Nancy Bulgarelli, Co-Chairs-March 20, 2012

1. The Education Committee met for dinner on February 21 to discuss committee assignments and speaker replacement ideas. Due the LCCME site visit to OUWB School of Medicine. Dr. Folberg is unable to be the keynote speaker. Cheryl Putnam contacted Dr. Ernie Yoder from the new CMU Medical School and he has agreed to be the keynote with the same topic “Trends in Medical Education.”
2. We would like to have the Board approval to replace the Strategic Planning CE Course that was approved in November with the CE Course “Walking in the Nurses’ Shoes which is a 6 hour MLA CE approved class. The budget for this course will be similar to the budget already submitted in January. I’d like to make the motion that the Board approves this course for the 2012 conference.
3. Chris Hunt will be sending out the call for posters and lightning round presentations in June. We are combining these presentations in the Friday afternoon session with a little different format than previous years.
4. Mary Fitzpatrick will be the point person for the scholarships process again this year and will be getting out information to the library programs by the end of this month.
5. After meeting with the Local Arrangements Committee, Nancy Bulgarelli updated the speakers’ agreements and AV-forms that our committee members are sending out this month to be returned by the end of April.
6. The Committee will be checking to see if anyone is asking for funding for the MLA Teleconference on April 19 if there are more requests to the GMR than they have funding for.

Appendix E – Draft MHSLA Involvement Survey

1. First & Last Name
2. Institution
3. Email
4. Phone Number
5. Do you participate in AHIP?
6. Are you willing to serve as a MHSLA mentor? If so, please enter your area of expertise in the "other" field.
7. Select any MHSLA Committees you would be interested in serving on. Selecting a committee does not guarantee placement on the committee.
8. Would you be willing to serve on multiple committees at the same time?
9. Would you be willing to chair a MHSLA committee in the future?
10. Have you served on a MHSLA Committee before? If so, please enter the committee(s) and how long ago in the "other" field.
11. Are you aware of the benefits/incentives for being elected to office? If not, please visit this page:
12. Please select any MHSLA elected positions you are interested in. Selecting an elected position does not mean you're committed to running or are guaranteed to be elected.
13. Would you be interested in any of the below appointed positions?
14. When would you be interested in running for an elected MHSLA position?
15. Have you held an elected position before? If so, please enter the position and how long ago in the "other" field.
16. Would you be willing and able to travel to MHSLA Board Meetings (currently 5-6 times a year in Lansing)?
17. Does your institution support attendance at meetings/organizational involvement?
18. Do you have teleconferencing capabilities? If so, and you have software/program experiences or preferences, please list in the "other" field.

Appendix F – Resource Sharing Report

RESOURCE SHARING COMMITTEE BOARD REPORT

March 20, 2012

Resource Sharing (Heidi Schroeder)

NLM Duplicates

The Committee just received a shipment of NLM duplicate books (7 boxes). Heidi Schroeder and John Coffey will compile a list of titles and distribute it to the MHSLA listserv before the May meeting.

Expense Request

The Committee would like to request up to \$700 (should be less) to cover committee expenses: UPS shipping to MHSLA libraries and packing supplies.

Respectfully Submitted,
Heidi Schroeder
Chair, Resource Sharing



Current Funding Opportunities

The GMR provides funding for network members to assist them in conducting outreach and technology projects. Funding is at two levels: awards and subcontracts. The [Current Funding Opportunities](#) page shows the funding amount, eligibility, availability and deadline date for each award and subcontract. The GMR occasionally funds special projects that do not fall within the scope of an established awards program and may have additional funds available near the end of the contract year. If you have a project that relates to the mission of NN/LM, but is not addressed by one of the awards or subcontracts, please contact the [GMR](#) office for further information.

Upcoming GMR Online Training Opportunities

10-Step Approach to Service Continuity Planning, March 23, 2012, 12:00 PM CT

Class Description: This course is part of NN/LM's Emergency Preparedness & Response initiative. Course outcomes are designed to raise awareness of the need for emergency preparedness and response planning and to provide tools for enhancing preparedness specifically for medical librarians. The class consists of an informative and engaging PowerPoint presentation, interspersed with several interactive portions. Participants will learn how to conduct a basic risk assessment for their libraries, craft a basic emergency preparedness plan, outline strategies for continuing library services from off-site, and obtain options for assistance. [Register](#)

Making PubMed Work For You, April 9-27, 2012, check website for time

Course Description: This class is intended to hone basic searching techniques and assist in developing search strategies that will take advantage of the PubMed interface to MEDLINE. The course will explore various methods for searching the PubMed system. Topics covered include Automatic Term Mapping, Search Results, Features Bar, Related Articles, My NCBI, Searching with MESH, Journal Database, and Single Citation Matcher. This 3.5-hour course provides attendees with hands-on opportunities to practice search techniques. [Register](#)

Using Mobile Technologies, April 19, 2012, 1:00 PM CT

Class Description: Find out how two librarians in different settings have integrated the use of mobile technologies into their daily work. Get perspectives on current barriers and proposed solutions that you may encounter in a mobile environment. For detailed information visit: <http://nmlm.gov/gmr/training/online.html>. Verify if your system supports Adobe Connect at: https://webmeeting.nih.gov/common/help/en/support/meeting_test.htm. If your computer fails the test, contact your IT department for support. [Register](#)

Lending Library

The GMR Lending Library has a robust collection of resources available to member libraries at no cost. If you were unable to participate in the most recent MLA Webcast, or are unable to participate in upcoming webcasts, you can borrow a copy of the program from the GMR lending library. MLA credit is available. Use the program at a staff meeting, gain MLA credit without traveling, and engage staff in a lively topical conversation. To reserve library resources, go to the [GMR Lending Library](#). For additional information contact Max Anderson at 312-996-2464 or max@UIC.EDU.

Regional Events and Meetings

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

Submitted by,
Barbara Platts, MLIS, AHIP
GMR Regional Council



**Metropolitan Detroit Medical Library Group
Representative Report 3/20/12 (corrected)**

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

MDMLG Executive Board 2011-2012

President: JoAnn Krzeminski
President Elect: Barbara LeTarte
Past President: Toni Janik
Secretary: Jennifer Bowen
Treasurer: Diane LeBar
Public Relations: Doris Blauet
Membership Services: Jill Turner

The MDMLG Executive Board meeting was held on 3/7/12. Topics discussed included:

- Updating of the Auditor's procedural document to reflect current practice.
- Blinded voting for the 2012 winner of the MDMLG student scholarship award. It was decided to limit the award to Wayne State University applicants. This award has strong ties to the WSU library science program and it would require a total revamp of the program to widen the field to include University of Michigan students at this time.
- The MDMLG election slate was discussed. If no write-ins are received, there is no need for an election, since there is only 1 candidate for each position this year.
- MDMLG currently has over \$10,000 in checkbook funds.
- There are 55 personal and 21 institutional members - a slight increase over last year.
- The deadline for the next newsletter is March 26th.

Professional Development Committee activities:

- MDMLG hosted a 4 hour CE class "Information Anywhere: Mobile Technology, Libraries and Health" on March 14th. This is the same course that was offered at the MHSLA conference, but there was enough local interest to hold it again.
- MDMLG will be a sponsor for the MLA Webcast on mobile technology on April 18th at Wayne State University's Purdy/Kresge Library Auditorium.

- On May 31st, MDMLG is planning to provide a 4 hour CE course on evidence based medicine at Shiffman Medical Library. The instructor will be Nancy Allee from the Taubman Library at University of Michigan. There will be a fee for this course to help cover expenses.

Upcoming MDMGL meetings:

- April 19th at the Baldwin Public Library in Birmingham – the program “How do you do what you do?” will consist of lightning rounds on several topics including information mastery instruction and clinical / translational science.
- June 14th: Summer luncheon at the Rattlesnake Club in Detroit. The speaker will be Lee Van Orsdell from Grand Valley. Her presentation will be “Flipping the Model – Making Noise in the Library” on library design.
- September 20th: a program on reference management systems at William Beaumont Hospital in Royal Oak.

Other agenda items:

- There was a discussion about honorariums for multi-presenter programs at MDMLG meetings. There is a standard \$100 honorarium budgeted per meeting. This is sometimes split, but with 6-7 presenters (as with the lightning rounds), it was decided to possibly give small denomination gift cards, with the amount to be at the discretion of the committee, dependent on where the program budget stands.
- The Salary and Compensation committee is currently vacant. It may be disbanded entirely if MHSLA picks up the salary survey on a state wide basis.
- The Local Arrangements Committee for the 2012 MHSLA Conference met twice in February (once at the venue) and plans for the conference are moving forward nicely.

Respectfully submitted,

Ellen O'Donnell,
MDMLG Representative to MHSLA (alternate)

Appendix I – M-MHSLA Report

M-MHSLA Rep Report
Submitted by Andrea Kepsel

March 2012

M-MHSLA meeting was held February 17, 2012. Topics discussed included:

- Dues are paid for 2012 and there are now 11 members
- The website has been updated and available at <http://www.mhsla.org/mmhsl/>
- There is interest in holding a consumer health event with the Capital Area District Library (CADL) or the East Lansing Public Library. Need to identify individuals at these locations that are responsible for the health sciences.

- There is interest in hosting a CE offering. Will check to see what MLA has available.
- M-MHSLA is beginning to plan for the 2014 conference. Possible venues in East Lansing and Lansing are being explored. More details will be discussed at the next meeting, sometime in early May.

Appendix J – WMHSLA Report

The WMHSLA officers are:

President: Alison Konieczny

President-Elect: Mary Hanson

Secretary: Leslie Burke

Treasurer: Sandy Swanson

The last WMHSLA meeting was held on January 26, 2012. The primary focus of the meeting was developing committees for planning the 2013 MHSLA conference.

The 2013 conference plans are coming together. The WMHSLA Planning and Accommodations Committee has done a fantastic job of lining up facilities and insuring that all details related to contracts and payments have been tended to in a timely manner. Many thanks go to the local planning and accommodations group that includes Brett Powers, Mary Hanson, Sandy Swanson, Judy Schroeder, Abby Bedford, and Lois Dye. At this time the following has been determined:

Conference Dates: October 16 – 18, 2013

Conference Hotel: Holiday Inn Grand Rapids Downtown

Meeting Rooms: Eberhard Center

2013 conference committee membership was also determined at this meeting. The initial rosters are:

Accommodations Committee: Brett Powers, Lois Dye, Sandy Swanson, Judy Schroeder, Mary Hanson and Abby Bedford

Hospitality Committee: Brett Powers, Lois Dye, Judy Schroeder

Education Committee: Mary Fitzpatrick (Chair), Andrea Kepsel, Connie Bongiorno

Registration Committee: Jennifer Barlow, Barb Platts, and Diane Hummel

Publicity Committee: Sandy Swanson & Roberta Craig (Mary Jo Wyels and the future GVSU librarian were also suggested as potential committee members)

Vendor Committee: *Waiting to see if a standing MHSLA Vendor Committee is established

WMHSLA members were asked to pass on ideas to Mary Fitzpatrick, MHSLA Education Committee Chair, regarding educational planning for the 2013 conference.

A meeting will be held in the near future, with conference planning once again as the main agenda item.

Respectfully Submitted,

Alison Konieczny, WMHSLA President