

**Michigan Health Sciences Libraries Association
Executive Board Meeting Minutes
Tuesday, March 16, 2010**

10:00 a.m. at the Midwest Collaboration for Library Services (formerly MLC)

Present:

Jennifer Barlow	WMHSLA Representative
Melanie Bednarski	ERHSLA Representative and Outreach & Advocacy Chair
Leslie Behm	M-MHSL Representative
Yvonne Boudreau	2009 Education Chair
Sheila Bryant	President
John Coffey	Membership Chair
Diane Gardner	Audit Chair
Mary Hanson	Bylaws Chair
Marilyn Kostrzewski	MDMLG Representative and 2010 Education Co-Chair
Diane LeBar	2010 Education Co-Chair
Heidi Schroeder	Resource Sharing Chair and 2010 Local Arrangements Chair
Michael Simmons	President-Elect and 2010 Conference Planning Chair
Jill Turner	Treasurer
Maureen Watson	Archivist
Abe Wheeler	Communications Chair and Nominating Chair

Not Present:

Christine Baker	Secretary
Judy Barnes	Immediate Past President
Barb Platts	GMR Representative

Quorum: Yes

1. Call to Order

President Sheila Bryant called the meeting to order at 10:13 a.m.

2. Approval of Minutes

The acronym MHSLA was misspelled on page 2. No other corrections were noted. Jennifer Barlow moved to approve the minutes from January 19, 2010. Mary Hanson seconded; motion carried.

3. Archivist's Report

Maureen Watson will prepare a poster for the 2010 conference entitled "Mid-Michigan Memories." It will feature pictures from past conferences hosted by M-MHSL.

Maureen proposed a plan to digitize the MHSLA Archives. We had been considering paying student workers to scan our archival materials. Between complex labor regulations and unavailability of library school interns, this turned out to be unworkable.

Maureen expects to retire from FSU within the next few years and she wants to get the digitizing project underway. We have 22 boxes of materials housed at the Ferris Archives and about five more boxes in Maureen's office. The FSU Archivist has some student assistants who could begin to chip away at this project if they had the right equipment.

Maureen moved that MHSLA purchase a good quality scanner with a feeder tray, cost not to exceed \$600, to be housed at the FSU Archives and used for digitizing MHSLA archival materials. Mike Simmons seconded. The Board agreed on the merit of this project. It would be especially valuable if old Board meeting minutes could be searchable. Maureen and the FSU Archivist would establish the priority of materials to be scanned. The boxes in Maureen's office would be done first.

We discussed the possibility of obtaining a grant to purchase the equipment. GMR offers technology grants for which we might qualify. But, given our time constraints and the fairly low cost, we thought it best to act now.

Leslie Behm moved to amend Maureen's motion, adding up to \$200 for software for creating and manipulating PDFs. Jennifer seconded, the amendment was approved, and Maureen's motion carried with an amended limit of \$800.

4. Treasurer's Report

Jill Turner submitted her general ledger report. She mailed our tax forms four weeks ago. The financial binder has been turned over to Diane Gardner for the annual audit.

5. Standing Committee Reports

- Audit – Diane Gardner acknowledged receipt of the binder.
- Bylaws – Mary Hanson needs to meet with her committee to work on our proposed changes regarding electronic voting.
- Conference Planning: Local Arrangements – Heidi Schroeder reported their team has met twice since January. They've established a blog that will serve as the conference web site, at <http://mhsla2010.wordpress.com>. "Save the date" cards will be mailed in late April or early May. They have narrowed the special event choices down to a couple. A tentative budget was submitted to Mike Simmons. At this time we're projecting a loss on the conference.
- Conference Planning: Education – 2010 co-chairs Marilyn Kostrzewski and Diane LeBar presented the proposed education program and budget. CE sessions are planned on Leadership Skills, Magnet Hospital Designation, PubMed Update and Super Searcher. Also, CE will be requested for a course being offered on Instructional Methods for Librarians (Leslie will work with the instructor on getting MLA CE credits; MHSLA will cover the application fee). This could bring total CE credits offered to 20. Additional programming includes Tech Tools, Statistical Sources on the Internet, and the return of Pecha Kucha. Beth Trapp will be coordinating student scholarships and Diana Balint is handling posters. The conference schedule offers a generous amount of no-conflict time for vendors.

Mike made a motion to approve the conference schedule, budget, and educational content as presented. John Coffey seconded; motion carried.

- Conference Planning: 2011 – Melanie Bednarski and Diane Gardner reported that they will be co-chairs for 2011 Local Arrangements. Mary Fitzpatrick has volunteered to serve as Education Chair. They made a deposit to secure the hotel in Frankenmuth.
- Education: Marilyn and Diane L. proposed holding a “DOCLINE Update” class in May or June. This would be geared toward support staff, but open to all. They will look into availability and cost of a computer lab at MCLS. We may charge attendees a fee to cover costs. Jennifer moved to approve the DOCLINE class, Heidi seconded, and the motion carried.
- Membership – John Coffey reported that we are at 105 members, which is 70% of where we were in 2009. He changed the password for the “Members Only” section of the MHSLA web site. John will check our member database against the list of Stat!Ref participants to ensure that all SR subscribers have renewed their memberships.
- Nominating – Abe Wheeler said things have been quiet but will heat up soon.
- Communications – Abe reported he has just posted the 2010 directory on the web site. He will put out a call for newsletter content today. Abe received positive feedback from Board members on his redesign of the newsletter. He urged us all to contribute content. Maureen requested that the newsletter publish complete committee rosters at least once a year.
- Resource Sharing – Heidi Schroeder recently received five boxes of NLM duplicate books. She will be updating the MHSLA DOCLINE group according to our current membership list; reminders will go out to those who have not renewed. Group Purchasing will send out reminders to Stat!Ref participants who have not renewed MHSLA membership.
- Outreach & Advocacy – Melanie Bednarski reported that the committee’s plan to develop a survey has not made progress. The original survey was being completely redesigned, but the person assigned to that task has recently been unavailable. The committee is regrouping. They will work with Beth Trapp on publicizing the conference scholarships.

6. Regional Group Reports

- GMR – Barb Platts was not present but her report is on the wiki.
- ERHSLA – Melanie and Diane G. said conference planning for 2011 has been the extent of their activity.
- MDMLG – Marilyn stated that MDMLG had not met since January but will be meeting this week. Melanie added that an Ann Arbor librarian will be offering a course on copyright in May: “The Beauty of Some Rights Reserved.”
- M-MHSL – Leslie reported that they have been busy on conference planning.
- WMHSLA – Jennifer reported that WMHSLA had not met since January but will gather on March 24 in conjunction with the MLA webcast.

7. Old Business

No old business was raised.

8. New Business

Sheila reviewed the procedures for electronic communications. Board members should use the discussion list (MHSLA-BOARD @UIC.EDU) for emails to the Board. This list will not accept attachments. To share documents with Board members, it is best to use the wiki at pbworks.com. If you choose to set up a personal email distribution list to communicate with the Board, be sure it includes all (and only) current Board members, and keep it updated.

Diane Gardner brought a request from Doctors Hospital in Pontiac. This facility was closed in 2008 and has re-opened as a hospital owned by physicians. They have a library room, but no librarian, and they are looking for ways to provide more resources to their residents and students. They are affiliated with WSU but don't yet have access to library services there. They would like to join MHSLA and MCLS in order to buy into the Stat!Ref group subscription. Mary Hanson moved to accept their request. Mike seconded and the motion carried.

Sheila asked Board members to review the written procedures for their MHSLA positions (available on the web site) and update them as needed. Revisions can be sent to Mike.

Mike reported that our Survey Monkey membership is due for renewal. Invoice was forwarded to Jill. This has been a useful service. Mary Hanson moved to renew the membership, Maureen seconded, and the motion carried.

9. Adjourn

President Bryant adjourned the meeting at 12:20 p.m.

Respectfully submitted,
Jennifer Barlow
on behalf of Christine Baker