

Michigan Health Sciences Libraries Association
Executive Board Meeting Minutes
Tuesday, May 19, 2009
10:00 a.m. at the Michigan Library Consortium, Lansing MI

Present:

Jennifer Barlow: WMHSLA Representative and 2009 Local Arrangements Chair
Judy Barnes: President
Melanie Bednarski: ERHSLA Representative and Outreach & Advocacy Chair
Yvonne Boudreau: 2009 Education Chair
Sheila Bryant: President-Elect and 2009 Conference Planning Chair
John Coffey: Membership Chair and Nominating Chair
Marilyn Kostrzewski: MDMLG Representative
Mike Simmons: MMHSL Representative and 2010 Education Chair
Jill Turner: Treasurer
Janet Zimmerman: Immediate Past President

Absent:

Mary Hanson: Bylaws Chair
Barbara Platts: GMR Representative
Heidi Schroeder: Resource Sharing Chair
Maureen Watson: Archivist
Arlene Weismantel: Secretary and Communications Chair

1. Call to Order

President Judy Barnes called the meeting to order at 10:03 a.m. A quorum was present.

2. Approval of Minutes

Jennifer Barlow proposed minor corrections to the minutes of our March meeting. She will forward them to Arlene. Jennifer made a motion to approve the minutes as corrected. Marilyn Kostrzewski seconded; motion carried.

3. Archivist's Report

No report from Maureen Watson at this time.

4. Treasurer's Report

Jill Turner presented the treasurer's report, with assets totaling \$39,548.39. She reminded us that our certificate of deposit matures in July, before the next Board meeting. Jill asked if we should roll over the entire amount (\$17,364.53), or keep a bit in reserve toward the anticipated accounting bills. The Board discussed and decided it would be

prudent to roll over \$15,000 and deposit the rest in our bank account. Jill made a motion to this effect, Sheila Bryant seconded, and the motion carried.

Jill discussed her ongoing efforts to balance the books and bring us in compliance with IRS filing rules. Pat Vinson is still in possession of four years' worth of paperwork. Pat had intended to get the books in order before turning them over to Jill, but she's had trouble finding the time.

Jill met with an accounting firm, Freedman & Goldberg of Farmington Hills. They recommend putting our financial records online. Maintenance would be much easier, and it will cost less when we need the books professionally reviewed. Judy made a motion, seconded by Sheila, to assign Jill the responsibility for working with the accountant to set up a computerized accounting system. Motion carried. Jill will get some specific suggestions (e.g., what software might be helpful) at her next meeting with the accountant.

The Board discussed its own responsibility regarding oversight of Association finances. Our Audit Committee had repeatedly reported the Treasurer's failure to file our IRS paperwork. The Board noted this but did not pursue to resolution. It is difficult to pressure a volunteer Treasurer. Nevertheless, we need to improve our oversight. Judy suggested that action statements in the minutes from previous meetings be regularly reviewed .

We still need the Audit Committee to review 2008 finances. Our accounting firm cannot perform an audit of their own work, and MHSLA Bylaws require the Audit Committee to review our books annually. Jennifer moved that the Board recommend a bylaws change, to dissolve the Audit Committee, and that we use professional services for tax filing and financial review after the 2008 audit has been completed. During discussion, many questions arose regarding cost, legality, and the impact of putting our books online. Motion was not supported.

At present we do not have an Audit Committee. Marilyn offered to help and suggested that Diane LeBar might be able to chair. Janet Zimmerman offered to advise.

The Board expressed thanks to Jill for her work on straightening out the finances.

5. Standing Committee Reports

- Bylaws
Mary Hanson sent a report. The Committee is working on language for a bylaws revision to allow online voting.
- 2009 Conference Planning
Sheila presented her conference budget and financial projections. The Board expressed a willingness to reduce registration fees and take a loss on the conference, in order to encourage attendance. Full conference registration will be set at \$250 for MHSLA members, \$300 for non-members, \$100 for students.

Two-day registration fees are \$200 for members, \$225 for non-members, \$75 for students. One-day fees vary by date. Marilyn moved that the amended registration fees and budget be approved. Jennifer seconded; motion carried.

The Board urged the conference planners to publicize this widely as the “MHSLA bailout,” a stimulus package in response to the current economic environment. We should promote the conference to Indiana, Illinois and Wisconsin librarians as well.

Jennifer presented a report from the Local Arrangements Committee. The hotel has reduced our room rate to \$79. Jennifer noted that arranging for credit card payment for conference registration has been problematic. This year, we will only accept checks.

Yvonne reviewed the education program. All speakers have been confirmed. 10.5 CEs are being offered. The call for posters and scholarship offers will be going out this Friday. Invitations to participate in Pecha Kucha will also be going out soon.

Some concern was expressed about the PubMed for Experts class being offered at the conference. This class was taught last year in Troy (same presenters) and was not well received. Yvonne will review the course evaluations and will work with the presenters to tailor their talk to the needs of our group.

- **Other Education Business**
Yvonne reported that Sandra Kommit is polling the membership via Survey Monkey for topic suggestions for a paraprofessional class to be held this summer.
- **2010 Conference Planning**
Mike Simmons reported. The conference theme has been selected: “Healthy Libraries 2010.” Despite their leader’s interest, the Registered Nurses Association in Michigan membership is not excited about collaborating on this conference with us. Mike will try one more time to enlist their support, using the lure of a keynote speaker (Lehman Kaiser) who’s an RN. (He’s also an MD and a DVM.) We will continue to move forward with planning, with or without RN/AIM.
- **Membership Report**
John Coffey reported that, as of May 19, we had 63 personal, 46 institutional and 12 dual membership renewals. This leaves 43 potential members not renewed. Of these 43, there are 13 who were institutional members in 2008. John will get a list of Stat!Ref group purchase participants from MLC and check against the renewals. Institutional membership in MHSLA is required to participate in the Stat!Ref group purchase. John will pursue any Stat!Ref participants who have not renewed.

- **Nominating Report**
John Coffey presented the slate as it currently stands. No one has agreed to run for President-Elect. Christine Baker is running for Secretary. For Nominating Committee, three have agreed to run so far: Sharon Williams (ERHSLA), Jill Van Buskirk (MDMLG), Abe Wheeler (MMHSL).
- **Outreach & Advocacy Report**
Melanie Bednarski reported that the Committee now has a page on the MHSLA web site. It includes a bibliography of useful articles compiled by Jennifer Bluhm. The Committee is planning some outreach to the library schools at U of M and Wayne State, to coincide with publicity for the 2009 conference and the scholarship opportunities MHSLA offers. They are considering applying for a GMR exhibit award to attend the Michigan Library Association conference this fall.

Melanie also has plans to re-design the MHSLA brochure, which has not been updated in several years. She asked if any Board members intend to go to the Midwest Chapter conference this year. It would be a good place to distribute our literature.

- **Communications Report**
Mike Simmons reported for Arlene Weismantel. The web site has been updated, listserv maintained, and a newsletter was produced earlier this spring. Revised bylaws have been mounted on our web site.
- **Research Report**
Judy Barnes reported that she still doesn't have a chair for this committee.
- **Resource Sharing Report**
The report submitted by Heidi Schroeder was reviewed. The Committee has a new member, Sandy Howe from Bronson Methodist Hospital in Kalamazoo. They will be updating the MHSLA DOCLINE group, producing a new MISHULS, and revising their procedure manual this year. They continue to oversee the NLM duplicate books program.

Mike Simmons reported for the Group Purchasing subcommittee. Ken Nelson is working with Stat!Ref on the group purchase renewal. They have a meeting soon with Diana Mitchell of MLC. Mike noted that there's a considerable content overlap between Stat!Ref and Access Medicine. A number of libraries prefer the Access Medicine interface, and would like to use Stat!Ref just for titles not available elsewhere.

6. Regional Reports

- GMR – Barb Platts submitted a report on upcoming events from the GMR.
- ERHSLA – Melanie reported that Pat Wolfgram will be retiring from Mid-Michigan Medical Center in Midland. Her job has been posted.

Genesys's CHIL opened on May 4; due to lack of marketing support, there was no publicity. They do plan an open house on June 17, a week after Doris Blauet returns to work.

ERHLSA will meet again in June and may select a new representative to the MHSLA Board.

- MDMLG – Marilyn submitted a detailed report on the group's activities: The General Meeting on April 15 was held at the Clinton Macomb Public Library. Kate Zimmicki, Wayne State University nursing instructor, presented "Nursing Students: Who are They and What do They Want? The interesting presentation generated a very good discussion, with questions and opinions concerning how prepared the students should be prior to being sent to the hospital libraries. Both sides gleaned a better appreciation for the others situations and challenges. The discussion concluded w/ the sharing of colleagues inventive/productive processes used in assisting nursing students. Prior to the program, round table discussions, over lunch, took place around the subject of doing searches for the nursing students –vs- assisting/teaching the students with the searches. Tours of this state-of-the-art library were available, with many members taking advantage of the offer.

The Professional Development opportunities:

The link for attending the virtual presentation of the MLA "Finding Work-Life Balance: Strategies for Your Institution" is available on the members-only site within the MDMLG website.

July 20-22, 2009: 3 days of NLM training – 2 Pubmed and 1 Toxnet

Future Meetings:

June 18, 2009 Summer Luncheon at the Dearborn Inn. Note change in speaker: Katy Caschera Topic: "Need2Be Leading Life to the Max!" A leadership model that is effective enough for the corporate executive, practical for everyday life and simple enough for a child.

Nov. 17, 2009 meeting at Wayne State's Education Commons. Topic: ROI for Libraries / Speakers: Meta Lansdale, Royal Oak Public Library (former medical librarian) & Judy Field, WSU.

After review of numerous applications for the MDMLG Scholarship, by the board members, a recipient was chosen. The winner will be announced at the summer education program & luncheon in June.

Membership:

49 regular

20 institutional

4 students

6 emeritus

New officers elected recently are:

President-elect: Toni Janik

Secretary: Shirley Langebartels

Public Relations: Jennifer Bowen

Nominating Committee: Daria Drobny, Barb LeTarte, Wendy Wu

The slate of officers was presented with ballots to be sent out April 1.

Next Newsletter to be available in early April.

The Mazurek Education Commons (Shiffman Medical Library) will open to users on May 26, with the Grand Opening on June 5. The Main and Ground floors house the library with upper floors having Medical School offices. A walkway not connects all this together w/the medical school. Access is off Canfield.

Please note new Shiffman Docline Address: 320 E. Canfield, Detroit, Mi.

MDMLG's blog now has a link to the new Education Commons/Library.

Jill Turner presented for Go Local to the Southeastern League of Libraries at Macomb Community College on May 1.

Linda Draper presented Go Local in Traverse City on May 5 at the Rural Libraries Conference.

- WMHSLA – Jennifer submitted the following report:

Conference Planning

WMHSLA continues to focus on planning the 2009 conference in Holland this September. Details are provided in the Local Arrangements Committee's report.

Other Business

Ali Konieczny hosted the March MLA webcast on work-life balance at Ferris State, but no other WMHSLA members attended. Happily, a good number of Ali's co-workers went and said it was a good presentation. We discussed the poor turnout at our May conference planning meeting. One issue was the fact that we didn't schedule a concurrent WMHSLA meeting along with the webcast, as we normally do. Several members had schedule conflicts. Some others indicated that the topic wasn't work-related enough to justify time away from the office.

At our May meeting we also discussed the support staff CE that Sandra Kommit's been charged with arranging. Tentative plans for a May presentation by EBSCO have fizzled and Sandra is going back to the drawing board. We suggested practical, hands-on training that would be useful to solo or short-staffed librarians as well as paraprofessionals.

WMHSLA currently has twenty-one paid members and two more whose payment is forthcoming. Lapsed members who still have employment are being invited to re-join.

8. Old Business

No old business was raised.

9. New Business

Judy led a discussion on re-energizing the base. Given the resistance of the membership to serve on committees or run for office, MHSLA needs to develop some reasonable incentives. How can we encourage participation?

One way is to make Board membership less demanding, by reducing the number of meetings and conducting more business online. Meeting four times a year instead of six might make sense.

Another idea is to increase recognition of Board members' efforts. The outgoing President always receives a plaque in recognition of his/her service to MHSLA. Why not the outgoing Secretary and Treasurer as well? Judy directed that this be done and assigned the responsibility to the President-Elect.

A third suggestion was for MHSLA to pay conference registration for the President-Elect, Secretary and Treasurer each year. We already pay for the current President's conference registration and hotel room. Rewarding the other elected officials with free conference registration seems appropriate. Marilyn made a motion that MHSLA pay conference registration for the President-Elect, Secretary and Treasurer each year as well as conference registration and hotel room for the President. This would take effect with the 2010 officers. Jennifer seconded; motion carried (with Jill Turner abstaining).

Discussion also covered recruitment challenges, recovering lapsed members, and offering free registration to students. These and other ideas will be re-visited at a future meeting.

10. Adjournment

Jill Turner moved to adjourn, Melanie seconded. Motion carried. Meeting was adjourned at 12:55 p.m.

Minutes recorded by Jennifer Barlow.