

**Michigan Health Sciences Libraries Association
Executive Board Meeting Minutes
Tuesday, March 17, 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

Sheila Bryant: President-Elect

Yvonne Boudreau: 2009 Education Chair

John Coffey: Membership Chair, Nominating Chair

Mary Hanson: Bylaws Chair

Marilyn Kostrzewski, MDMLG Representative

Ellen O'Donnell: 2008 Conference Coordinator

Heidi Schroeder: Resource Sharing Chair

Mike Simmons, MMHSL Representative and 2010 Education Chair

Jill Turner, Treasurer

Arlene Weismantel: Treasurer, Communications Chair

Absent:

Melanie Bednarski: ERHSLA Representative, Outreach and Advocacy Chair

Maureen Watson, Archivist

Linda Winslow, UPHSLC Representative

Mary Jo Wyels, Audit

1. Call to Order

President Judy Barnes called the meeting to order at 10:05 a.m.

2. Approval of Minutes

Mary Hanson motioned to approve the minutes from November 18, 2008. Heidi Schroeder seconded the motion. Motion carried. The January meeting was cancelled due to inclement weather.

3. Archivist's Report

In Maureen Watson is on sabbatical in Qatar. In her absence, President Judy Barnes made a motion to approve the Archivist's requested budget of \$87.00. Motion carried. Ellen O'Donnell will send Maureen, Jennifer and Sheila a copy of the final report of the 2008 Conference.

4. Treasurer's Report

Treasurer Jill Turner reported that she is having trouble balancing the books. There is currently a \$10,872.17 difference between the checkbook register and the bank statement. This is reflected in the Treasurer's report.

Mike Simmons made a motion to approve the Treasurer's Report only after this discrepancy has been fixed. Mary Hanson seconded the motion. Motion approved.

Pat Vinson is currently working on 3 years worth of MHSLA tax returns.

One of the speakers at the 2007 Conference just requested reimbursement. Mike Simmons made a motion to provide reimbursement despite the speaker's submitting her request after the deadline. Jennifer Barlow seconded the motion. Motion carried.

5. Audit

President Judy Barnes reported that Mary Jo Wyels resigned as Audit Chair. The position is currently vacant.

6. Standing Committee Reports

- Bylaws

Mary Hanson reported that the revisions approved at the last General Membership Meeting have been made. The revised Bylaws were sent to Mike Simmons so that he can put them up on the website.

The Bylaws Committee is currently making changes that will allow for electronic voting in the future.

- 2009 Conference Planning

Jennifer Barlow reported for the Local Arrangements Committee:

The committee met on 1/29 and again on 3/5. Plans are proceeding well for the 2009 conference in Holland. Working with the Education Committee, we've drafted a schedule following our traditional format. CE classes on Wednesday, keynote and business meeting Thursday morning, exhibits and presentations Thursday afternoon, more presentations and a computer lab class Friday morning, wrapping up with lunch on Friday.

We have social events scheduled for Wednesday and Thursday evening. In charge of these is our new Hospitality chair, Lois Dye from Calvin College, replacing Eleanor Lopez.

The Accommodations Committee had a good meeting at the hotel with our Doubletree contact, Margaret Tamminga. We have reserved rooms and AV equipment, selected menus and discussed logistics. The Doubletree offers free wireless Internet throughout the facility, which is nice. Sleep rooms will be \$99 for king or 2 queens, \$109 for a junior suite.

Publicity Committee will be mailing out "save-the-date" postcards this month. Our conference web site is already up at <http://mhslaconference09.wordpress.com>.

Registration Committee has been trying to contact Pat Martin to get information about the online registration software. We plan to re-activate the RSVP Book account on June 1 for online registration. Early registration will end one month before the conference.

Registration Committee has researched gifts and will be ordering t-shirts imprinted with the conference logo.

Vendor Committee has already had some inquiries. Vendor registration fee of \$250 was agreed upon. Letters will be sent out to potential exhibitors this month.

Hospitality, in addition to arranging the welcome reception and special event, will be reserving transportation to Holland Hospital's computer lab on Friday morning for the PubMed class.

We have submitted a budget to Sheila Bryant. Our next scheduled meeting is May 7.

Yvonne Boudreau reported for the Education Committee:

- Confirmed two 6 hour CE classes with the GMR.
- Confirmed a 3 hour CE - Advanced Pubmed.
- Confirmed Nancy Robertson – “State of the State of MI Libraries”.
- Confirmed a GMR Update and Exhibit.
- Sent “AV Needs Form” to seven presenters – pending return.
- Sent “Speakers Agreement Letter” to seven presenters – pending return
- Created an Education Comm. Budget – sent to Jennifer.

(Budget includes projected \$ three student scholarships hotel and transportation

- Organized a preliminary program schedule –ongoing- see Jennifer’s schedule
- Opening speaker – pending responses.
- Pecha Kucha Dutch ! Friday approx. time 10:15 - ? - will need at least 14. presenters – projected to be a blast ! Read below for description.
- In conjunction with the GMR, organizing MLA webcast site host locations.
- Call for Posters – Scheduled to be sent to listservs week of March 16th
- Call for Scholarship Apps. – Scheduled to be sent to listservs week of March 16th.
- Notice to MHSLA Newsletter – Scheduled for Spring newsletter

"The Pecha Kucha format allows each presenter to narrate a slide show that is limited to 20 images, each of which is shown for 20 seconds, for a total presentation time of 6 minutes 40 seconds. Events typically host approximately 14 presenters. The Pecha Kucha format has been adopted by many in the business world, especially for internal presentations, primarily as a device to limit the length of presentations, force presenters to focus their messages, reduce interruptions, and ultimately avoid "death by powerpoint": a result of long and often tedious Power Point presentations."

On March 25 there is an MLA Webcast on Finding Work-Life Balance. The GMR is sponsoring 2 Michigan sites: Ferris and Children’s Hospital of Michigan. Pat Martin would like MHSLA to approve \$150 so that U of M can host the Webcast and defray

the cost of the projectionist. Yvonne made a motion to approve the \$150 expense. Heidi seconded the motion. Motion approved.

- 2010 Conference Planning

Because of staffing issues at her library, Sheila Bryant, the 2010 Conference Chair had not yet arrived at the meeting. Mike Simmons, the Education Chair for 2010 reported that he had not been able to meet with representatives from RN/AIM and felt that we should continue to plan for the 2010 conference without their participation. The Kellogg Center has been reserved.

- Membership

Membership Chair John Coffey reported that as of March 17, 2009, we have 55 personal, 38 institutional and 9 dual membership renewals. This leaves 63 potential members not renewed. Another reminder message will be emailed.

- Nominating

Nominating Chair John Coffey reported that an initial invitation to consider submitting names for either President-Elect or Secretary was mailed to the membership on March 5, 2009. It was determined that May 27th is the date which the Slate must be approved by the Board. Committee members were advised of this date and encouraged to start actively seeking candidates.

- Communications

Mike Simmons reported that he will put a link to the MHSLA Board wiki on the website. He asked the Board how much historical information we wanted to keep on the site. People felt that 3 years of information was important for conference planning and we can continue to keep historical information generally until we run out of storage space.

Arlene Weismantel reported that the Membership Directory was updated.

Abe Wheeler is the new MHSLA News editor.

- Resource Sharing

Heidi Schroeder reported that Sandy Howe from Bronson will be joining the Resource Sharing Committee in April. Welcome Sandy!

NLM Duplicate Books: A list of NLM duplicate books was posted for MHSLA members to view and reserve in December and January. Of the 103 titles, 92 were claimed by MHSLA members. Titles from this shipment were sent to members on February 11, 2009.

DOCLINE Group Update: Since membership renewals recently took place and the MHSLA Membership Directory was updated, the Committee will soon update the MHSLA DOCLINE group.

MISHULS Update: The Resource Sharing Committee has encountered some delays with the MISHULS update but will make progress before the next MHSLA Board meeting.

Mike Simmons reported on Group Purchasing: Ken Nelson is looking at the Nature Publishing Group. Mike talked to Christian about DynaMed and CINAHL Full Text. Marilyn Kostrzewski talked to Brian Lemieux from Up To Date. Ovid seems to be scrambling to keep customers. Mike is considering Anatomy TV.

- Outreach and Advocacy

Chairperson is Melanie Bednarski from Genesys, Committee members thus far, Jennifer Barlow from Borgess and Jennifer Bluhm from Hurley.

Tying our committee to the Strategic Plan of MHSLA 2006 was incredibly easy because many of the goals and objectives directly fall to the Outreach and Advocacy committee's charges.

There is a lot on our plate but we are ready to take on this enormous challenge. The fact is our profession is in trouble, our members are dwindling, our positions are being cut, our administration doesn't get it, and our communities are getting poorer and sicker. The need for our professional services both to our medical community and patient community has never been greater. The need for our organization and professional community to pull together is crucial.

This committee is dedicated to trying to help our members maintain and grow educationally and professionally. We will celebrate our profession and share it with others. Here are some of the ideas and actions we have taken to get started.

We are discussing possibly exhibiting at the Michigan Libraries Association in November. One or all of us will be attending Wayne State University and University of Michigan Library Science Programs to further promote our organization and garner interest in our profession.

Jeni Bluhm is actively finding articles and creating a bibliography of useful material to promote our profession and our organization. We will focus on getting these up on our website so our members can read and use them when necessary.

One of our goals for this year will be to address Health Literacy. We hope to find information not only on Health Literacy but how Health Science Library professionals can encourage, educate, and demonstrate our competencies in this area.

I have already been in touch with Charniel McDaniels, Network Coordinator, National Network of Libraries of Medicine-Greater Midwest Region to let her know what our plans are and asked for her direction and insight.

The contact information for the committee follows on the next page. Feel free to send us ideas and suggestions.

7. Regional Group Reports

- **GMR Report:** On March 25 there is an MLA Webcast on Finding Work-Life Balance. The GMR is sponsoring 2 Michigan sites: Ferris and Children's Hospital of Michigan. Many other classes are being offered by the GMR including PubMed Updates, EBM for Librarians & more. See <http://nnlm.gov/gmr/training/> for more educational opportunities.
- **ERHSLA.** Melanie was not present but submitted the following report:

At Genesys Regional Medical Center, as most of you know from the MHSLA newsletter, we got the grant from NLM for the Consumer Library and we have started putting everything together. We had hoped to open the Consumer Health Information Library (CHIL) before Doris left on March 11, however because of our dependency on other departments within Genesys we have not.

We have Shirley Langebartels filling in for us while Doris is off and before Doris went on leave she gained an intern. Trina Stewart will be working with us, she is working towards her Master's in Nursing Education and she will be teaching the Nurse Navigator's about the Consumer Library and how they can effectively use it with their patients.

So we at Genesys are extremely busy without our leader. Doris will be returning around the middle of June.

McLaren: Mary Fitzpatrick completed her MLIS from Wayne State University December 2008.

Thomas Doane has joined the McLaren Medical Library as their Library Technician. Thomas had previously worked in the Medical Library at Ingham Regional Medical Center.

MDMLG: Marilyn Kostrzewski reported: A very informative presentation and questions took place on Friday, February 20 at Henry Ford Hospital, Detroit

concerning group purchasing issues. Diana Mitchell – MLC, Mike Simmons (Sparrow Hospital) – MHSLA group purchasing member, and Nicole Riley – Stat!Ref database representative provided information and sharing of ideas.

Professional Development opportunities:

- March 26, 2009 (AM and PM sessions): Podcasting-3 MLA credits class to be held at WSU Undergraduate Library. Instructor: GMR
- July 20-22, 2009: 3 days of NLM training – 2 Pubmed and 1 Toxnet

Future Meetings:

- April 2009: Clinton-Macomb Public Library. Topic: Understanding the Nursing Literature / Providing support to Nurses and Nursing Students. A lunch discussion, with lunch provided, begins at 11:30 am with the topic serving the needs of the nursing students at your library. Program speaker will be nursing instructor, Kate Zimnicki, MSN, RN APRN, BC, WOCN who will give her perspective on nursing students and their information needs. Advanced registration for is required by April 8 to Audrey Bondar.
- June 18, 2009 Summer Luncheon at the Dearborn Inn with Lila Lazarus, Fox 2 Health Report as the keynote speaker
- Nov. 17, 2009 meeting at Wayne State's Education Commons. Topic: Education Commons / Speaker from WSU Medical School.
- Scholarship applications have been submitted for the 2009 MDMLG/WSU Library and Information Science Scholarship.
- Jill VanBuskirk has volunteered to finish out the Secretary term until the next election.
- The slate of officers was presented with ballots to be sent out April 1.
- Next Newsletter to be available in early April.
- Shiffman Medical Library is scheduled to reopen the 1st week of June. The library staff will be moving from March thru May.
- The library at St. John North Shores has been closed. The podiatry residency program has moved to the St. John Detroit campus.
- MMHSL: Mike Simmons reported that there was an announcement of affiliation between MSU and Sparrow with respect to CME & clinical research. Nothing seems to be changing as far as the libraries are concerned.
- WMHSLA: Jennifer Barlow reported that WMHSLA is focused on conference planning this year; see the Local Arrangements report for a summary of those activities.

Our membership continues to face budget cutbacks and downsizing. We reported the loss of Eleanor Lopez's position in January. Now, Betty Marshall at Hackley Hospital has lost her position. Hackley merged

with Mercy General in Muskegon, and Betty's responsibilities have been thrust upon Sandy Swanson who works part-time for Mercy. Sandy now has 28 hours per week to cover three facilities.

Mary Hanson at St. Mary's has no support staff left, and Mary Jo Wyels at Holland Hospital has had her hours cut.

WMHSLA will be hosting the MLA Webcast, "Finding Work-Life Balance," at Ferris State University on March 25.

Chris Allen was replaced at Munson.

There is an upcoming videoconference with Munson.

8. Old Business

Ellen O'Donnell reported that extensive documentation for the 2008 Conference has been placed on the MHSLA Board wiki. This documentation includes spreadsheets, sample registration forms, suggestions for contacting speakers, an accommodations report, programming report, timeline, vendor documentation, etc.

The hotel forgave us for lack of room reservations.

MHSLA split the profit with Midwest and ended up making \$1314.03.

9. New Business

It was suggested that Mike should add the Survey Monkey link to the members-only section of the website.

10. Adjournment

Mike Simmons made a motion to adjourn. Motion carried.

