

Michigan Health Sciences Libraries Association
Executive Board Meeting Minutes
Tuesday, November 18, 2008
10:00 a.m. at the Michigan Library Consortium, Lansing, MI

Present: Jennifer Barlow, WMHSLA; Judy Barnes, President; Melanie Bednarski, ERHSLA Representative; Yvonne Boudreau, 2009 Education Chair; Sheila Bryant, President-Elect; John Coffey, Membership and Nominating Committee Chairperson; Mary A. Hanson, Bylaws; Barbara Platts, GMR Regional Council Representative; Heidi Schroeder, Resource Sharing; Mike Simmons, MMHSL Representative and 2010 Education Chair; Jill Turner, Treasurer; Maureen Watson, Archivist; Arlene Weismantel, Secretary and Communications Committee Chairperson; Janet Zimmerman, Past President.

Not Present: Mary Jo Wyles, Audit; Marilyn Kostrzewski, MDMLG Representative; Linda Winslow, UPHSLC Representative

Not Yet Determined: Outreach and Advocacy Committee Chairperson, Research Committee Chairperson.

1. Call to Order. President Judy Barnes called the meeting to order at 10:00 a.m.

2. President's Remarks. Judy passed around a list requesting phone numbers in case of inclement weather. She thanked everyone for their confidence in her and she is looking forward to her presidency. Please encourage other MHSLA members to get involved in the organization.

3. Approval of the Minutes. Secretary Arlene Weismantel asked if there were any corrections to the September 16, 2008, minutes. Mary Hanson made a motion to approve the September 16th minutes. Mike Simmons seconded the motion. Motion carried.

4. Archivist's Report.

Archivist Maureen Watson reported that she will be organizing pictures from the 2008 annual meeting in Troy. Please send her any pictures you think should be included in the archives. She will keep the best picture when there are duplicates taken of the same event. Maureen's camera wasn't working well at the conference, so it's important that others are willing to send her photos.

She will be doing a poster for the 2009 annual meeting. It will have a working title of "Energetic Librarians" and highlight the wild and crazy pictures that Maureen has taken over her years as archivist.

This will be Maureen's last MHSLA Board meeting until July, 2009, because she will be on sabbatical in Qatar. Her email address should still work if you need to contact her for any reason. There will be a librarian hired to take Maureen's place while she is gone.

Please keep forwarding materials to Maureen to be included in the archives.

5. Treasurer's Report. Treasurer Jill Turner reported that she will be meeting with former treasurer Pat Vinson later today to complete the transition. Pat is handling conference receipts and today's lunch.

6. Standing Committees

Audit

No report. Mary Jo Wyels was not present.

Bylaws

Mary Hanson reported that the Bylaws revisions approved at the conference are not yet up on the website. She has not yet begun making the changes that will need to be approved at the 2009 conference. Those changes include eliminating language that requires that a slate be sent out prior to the ballot and adding language that will allow electronic balloting.

Conference Planning

2008 Conference

Janet Zimmerman reported for Ellen O'Donnell. There was a wrap-up meeting on November 6. All of the bills haven't been paid yet. We expect a \$2,000-\$2,500 loss that will be picked up by the Midwest Chapter.

After almost 3 years of planning, the 2008 joint Midwest / MHSLA Conference "Vital Signs: Keeping You and Your Library Vibrant and Healthy" has been completed.

The conference offered three days of continuing education with 9 course offerings and two days of conference programming. The keynote speaker was Deena Ebbert, presenting the FISH! Leadership Philosophy, and the plenary speaker was MJ Tooley, Executive Director of the Health Science and Human Services Library at the University of Maryland and former MLA President.

There was a Motown themed welcome reception and a special event at the newly renovated and impressive Detroit Institute of Arts.

The exhibit committee did a great job and attracted 26 paid exhibitors. There were 19 posters for the poster session and 15 contributed papers, as well as several concurrent sessions and a Tech Forum.

The original plenary speaker, Eugenie Prime, had to withdraw due to health issues. M.J. Tooley agreed to fill in as plenary speaker. This saved us some money. A couple of other speakers / instructors had to withdraw, but were able to provide substitutes.

Paid registrations and CE participants as of 11/13/08 (the numbers below do not include the 25 exhibitor registrants whose registration was part of their booth fee):

Full Registrations	126	
One day only	20	
Student	9	
CE only	<u>13</u>	
Total	168	Total Registration income \$37,200

There were 74 MHSLA member registrants, 90 Midwest member registrants and 15 that indicated no affiliation.

CE participants		
8 hour	52	
3- 4 hour	<u>55</u>	
Total	107	Total CE income \$14,930

There were 26 paid exhibitors (one, NEJM, was a donation only), and three Sunrise Seminars (Ebsco, Elsevier, and Ovid).

Total Exhibitor income: **\$25,145**

We had guaranteed 450 room nights (negotiated down twice) and had a 10% hedge factor, so we were liable for 405 room nights. The hotel gave us credit for 351 room nights (we actually used less - approximately 320). We paid \$6426 for room attrition.

The room nights may have been adversely affected by a problem with reserving double rooms. In August the hotel was indicating that there were no double rooms available. This problem was worked out, but the solution was somewhat cumbersome, and we may have lost some registrants because of the confusion.

The projected loss currently stands at \$1,708.02. We are still waiting for some of the speaker expenses to come in, but we anticipate the loss will remain under \$3000, and may be less.

Conference evaluations were very good overall. The return rate was excellent (110 as of 11/12/08). We would recommend using an electronic survey again in the future.

Conference attendees expressed a desire to be able to walk to attractions around the hotel, something that was not possible at this venue.

2009 Conference

2009 Local Arrangements. Chairperson Jennifer Barlow reported that there aren't many opportunities for attendees to walk around near the Doubletree Hotel in Holland. The Conference will take place September 23-25.

The Holland Princess has been secured for the Special Event and we will need to take a trolley and bus to get there. It will be a "three-hour cruise."

The conference logo is in process. There will be a band on Wednesday night.

2009 Education Committee. Chairperson Yvonne Boudreau reported that she is recruiting members for the committee. They are working on themes and speakers. They got a quote for Mehmet Oz-- \$125,000!

2010 Conference

Education Committee Chairperson, Mike Simmons, reported that he spoke to Joan Bowman from RN/AIM. She will not be ready to make any decisions until December or January.

Membership Committee.

Chairperson John Coffey reported that he hasn't yet received the membership database from the former Chair, Gale Oren. John would like to send out an email reminding members to renew and only send out a paper reminder after renewals are overdue. The Board agreed that this was a good idea. John was reminded that all members are not on the MHSLA list, so a distribution list will have to be created from the MHSLA database. John will send a confirmation email once the renewal has been received. The password for the MHSLA website needs to be changed on March 1, after renewals are delinquent.

Nominating Committee

Both the incoming Chair, John Coffey, and the former Chair, Sheila Bryant, were present. The following is a summary of Sheila's Annual Report for 2008:

The Nominating Committee conferred by telephone and email to develop a slate of potential candidates for the offices of President-Elect and Treasurer. Local Area groups were contacted

for candidates for the Nominating Committee. A notice was sent out to the MHSLA Listserv asking for volunteers to run for all of these offices.

The Slate of Candidates was presented to the MHSLA Board for approval at the July Board meeting. The slate was:

President-Elect:	No volunteers
Treasurer:	Jill Turner
Nominating Committee:	John Coffey, Mid-Michigan Sandra Swanson, West Michigan Mary Fitzpatrick, ERHSLA No candidate for MDMLG No candidate for Upper Peninsula

At the time of the July board meeting none of the nominees for President-Elect were willing to run for the position. The Nominating Committee once again asked via email and also personally contacted members to run for the President-Elect position. Unfortunately again no one volunteered. After some thought, Sheila Bryant volunteered to run for the position. Because it was so late in the election process it was too late to send out a preliminary slate. The board voted via email to send out the ballot without sending out a preliminary slate. The ballots were sent out on August 27, 2008.

The Chair of the Nominating Committee, Sheila Bryant, excused herself from opening and counting the ballots because she was running for office. The ballots were counted on October 6, 2008. The Elections committee consisted of Arlene Weismantel and Heidi Schroeder. 111 ballots were received before the deadline. There was one write-in vote cast. The President was notified of the results so that she could notify the candidates. The results were announced at the General Business Meeting on October 19, 2008:

President-Elect: Sheila Bryant

Treasurer: Jill Turner

Nominating Committee: John Coffey, Chair; Sandra Swanson; Mary Fitzpatrick

Communications Committee

Website

Mike Simmons is still working on an overhaul of the MHSLA web pages. Mike also:

- Updated the Board email distribution list and will add committee members to the list upon request of the chairs.
- Updated the Leadership page
- Needs 2009 Board meeting dates so that the calendar can be updated.

Blog

Sandy Swanson would like people to submit photos for her to post on the blog.

Newsletter

The next deadline is December 15, 2008. Arlene will send a message to the list letting the membership know about the upcoming deadline. The Winter issue will be released in early January and will feature a wrap-up of the 2008 Annual Conference as well as a list of incoming Board and Committee members.

Membership Directory

It will be updated again after Arlene receives the new membership database from John Coffey.

MHSLA Voting

Arlene and Mike will test balloting via Survey Monkey.

Research Committee

President Judy Barnes reported there is still no chair for this committee. She talked to Caralee Witteveen-Lane from Cooley Law School who wants to do an information needs assessment of the Grand Rapids consumer health community. Judy will place Caralee's proposal on the wiki so that the Board can examine it. The proposal is for \$14,000. Does she have a funding source? We should direct her to the GMR. She will have to join MHSLA if she wants to be on the Board. She is a member of WMHSLA. Mary Hanson and Mike Simmons suggested that Caralee expand this project to the entire state or other regions. Barb Platts said that the GMR still has some money left for this year.

Resource Sharing

Chairperson Heidi Schroeder reported that Betty Marshall has stepped down from the committee. Thanks to Betty for her contributions to Resource Sharing, especially for her work with the NLM Duplicates Program!

NLM Duplicate Books

Betty Marshall and Mary Jo Wyels shipped NLM Duplicate Books to MHSLA members in late October. Since Betty stepped down from the committee, the GMR was contacted to make Heidi Schroeder the new MHSLA NLM Duplicate Books contact. Heidi will now receive the books, create a title list to distribute to MHSLA members, and ship the books. A new list of books will be posted for MHSLA members to view in December or January. Thanks to Maureen Watson for picking up the latest shipment at last week's Western Group meeting and bringing them to the Board meeting for Heidi.

MHSLA DOCLINE Group

An 11-question survey was distributed to MHSLA DOCLINE Group members on July 23, 2008. A brief summary and a more complete PDF summary were uploaded to the MHSLA Board wiki. Heidi has passed along a summary and the PDF to Mike Simmons to place on the Resource Sharing page of the MHSLA website. Heidi will advertise the availability of survey

results through the MHSLA listserv and MHSLA Blog later this week. The survey was sent out to 69 participants. 20 responded to the survey.

MISHULS Update

An update of the MIHSULS list will begin this month. The committee hoped to have this completed before the New Year but the project will probably spill into early 2009. Updating the MHSLA DOCLINE Group is an automatic step in this process, as is asking MHSLA members to update their contact information and SERHOLD journal holdings in DOCLINE. Jodi Tyron will be taking complete charge of this project.

Group Purchasing

Chairperson Mike Simmons asked if we should be expanding our horizons regarding group purchases. What new group purchases would MHSLA like to see ?

Is everyone sharing information about Ovid? Perhaps we should have a forum on electronic purchases. Mike will confer with Yvonne as Education Chair. Should we invite people from hospital purchasing departments? Can the Charleston Conference serve as a model? It encourages open discussions with vendors.

Ruth Holst is the contact person for the GMR e-licensing group. Judy will contact her.

There was a meeting with regarding STAT!Ref after the September meeting. They decided that each institution will be charged for one user. STAT!Ref will not allow us to be invoiced directly. They can provide us with statistics for each book. We can lower the number of concurrent users for individual titles.

Outreach and Advocacy Committee

There is still no Chair for this committee.

GMR Regional Council

Barb Platts reported that the annual meeting was last week. They are offering two new classes:

Can You Hear Me Now: How to Make a Podcast: Thinking about how to promote your services and reach out to more people? Want to learn how podcasts can help and how to make your own? This hands-on class is designed to provide a fun yet informative introduction to podcasting and how you can utilize this technology in your library services, to enable your users to access the information whenever they want, wherever they want and however they want it. Basic steps and suggestions on how to make a podcast will be covered and students will be able to enjoy hands-on practice on popular audio recording and editing software and make their first personal podcast! 2-3 MLA credits

Public Health Information on the Web: The field of public health encompasses a wide array of disciplines including health education, epidemiology and nursing. Digital literacy and the

effective utilization of online information are among the core public health informatics competencies for the 21st century. This hands-on class will highlight web resources tailored to the public health workforce. 4 MLA credits

ERHSLA

Representative Melanie Bednarski reported that Diane Gardner is now the Library Manager at McLaren Regional Medical Center. Diane started the position on October 3, 2008. That is the same date that Lea Ann McGaugh retired. There was a retirement party for her at Ruggero's in Flint and there are pictures on the MHSLA blog.

Genesys Regional Medical Center had to elaborate on specific topics in the grant proposal from NLM for a Consumer Health Library and they are still awaiting word on whether they will receive the monies.

MDMLG

Representative Marilyn Kostrzewski was not present but submitted the following report:

- A large number of MDMLG members participated in the planning, hosting and enjoying of a successful Midwest/MHSLA conference in Troy.
- The November 13 meeting was held at the Oakwood Southshore Auditorium with tours of Diana Balint's new library.
 1. Program: **Talk with EBSCO** – 3 Representatives from EBSCO (Christian Barrock (databases), Terrie Kelty (journals) and Leslie Burke, librarian (EBSCONet and support.com) were on hand to present the latest information and to answer questions. It was a fun and very informative meeting.
- Membership as of Oct. 23, 2008 is 48 regular members, 3 students, 6 emeritus) plus 20 institutional members for total of 77.
- Treasurer's Report as of 10/23/08: \$13,500.
- The 2008 Compensation and Benefits survey has been tabulated and sent to members. It will be available soon in the "members only" section on the web page.
- The fall issue of the newsletter is available from the web site.
- The listserv has been modified to provide reply to sender only or reply to list (all).
- The Professional Development opportunities:
 1. November 12, 2008: MLA Webcast: Survival Tips and Stories: Expanding the Library's Services in Times of Disaster @ WSU Undergraduate Library Auditorium.
 2. March 26, 2009 (AM and PM sessions): Podcasting-3 MLA credits class to be held at WSU Undergraduate Library. Instructor: GMR
 3. July 20-22, 2009: 3 days of NLM training – 2 Pubmed and 1 Toxnet
- Future Meetings:
 1. February 2009: TBD (additional meeting)

2. April 2009: Clinton-Macomb Public Library. Topic: Understanding the Nursing Literature / Providing support to Nurses and Nursing Students.
 3. June 18, 2009 Summer Luncheon: New Book Cadillac hotel being investigated as venue.
 4. Nov. 17, 2009 meeting at Wayne State's Education Commons. Topic: Education Commons / Speaker from WSU Medical School.
- Karin Werner working part time with Ellen O'Donnell at St. John, Detroit.
 - Check out the updated MDMLG web page.

MMHSL

Representative Mike Simmons reported that the group met last week. They are revising their bylaws and are working on the 2010 conference. MHSLA still needs to make some bylaws changes to address that there are two conference planning committees running simultaneously. President Judy Barnes agreed that Sheila Bryant, as President-Elect, can go ahead and select the Education and Local Arrangements chairs for 2010. Sheila should also meet with Mary Hanson to work on the needed bylaws changes. Sheila made a motion to select Heidi Schroeder as 2010 Local Arrangements Chairperson and Mike Simmons and 2010 Education Chairperson. Jennifer Barlow seconded the motion. Motion carried.

Mike relayed the message that MMHSL would appreciate if MHSLA would return to facilitating the organization of the MLA webcasts.

WMHSLA

Representative Jennifer Barlow reported that the group met in Big Rapids on November 12. They continued to work on preparations for the 2009 conference. There was a recap of the 2008 conference. Alison Konieczny was elected president-elect on her platform of "Yes we can." Mary Jo Wyels was added as co-secretary with Sandy Howe. Sandy will be in charge of the website and Mary Jo will take minutes. On Nov. 12, WMHSLA hosted the MLA webcast Survival Tips and Stories: Expanding the Library's Services in Times of Disaster. WMHSLA currently has 26 members.

8. Old Business

There was no old business.

9. New Business

- Reimbursements for MHSLA business. All expenses must be approved by the Board. We reviewed the availability of the reimbursement form on the website. Committee chairs should submit projected budgets for the upcoming year at the next Board meeting.

