

**Michigan Health Sciences Libraries Association
Executive Board Meeting Minutes
July 15, 2008
10:00 a.m. at the Michigan Library Consortium**

Present: Sheila Bryant, Nominating; Marilyn Kostrzewski, MDMLG; Diane LeBar, Audit; Mary Hanson, Bylaws; Pat Martin, Immediate Past President; Sandra Martin, 2008 Local Arrangements; Ellen O'Donnell, 2008 Conference Coordinator; Barbara Platts, GMR Regional Council; Brett Powers, WMHSLA; Heidi Schroeder, Resource Sharing and Group Purchasing; Mike Simmons, MMHSL; Pat Vinson, Treasurer; Maureen Watson, Archivist; Janet Zimmerman, President and Education Committee Chair; Judy Barnes, President Elect; Melanie Bednarski, ERHSLA

Not Present: Misa Mi, Research; Vanina Chavarri, Outreach and Advocacy; Gale Oren, Membership Committee; Arlene Weismantel, Secretary and Publications Committee Chair

Quorum: Yes

1. Call to order

The meeting was called to order at 10:07 a.m.

2. President's Remarks: None besides new business items, discussed later in the meeting.

3. Approval of minutes

Mike Simmons made a motion to approve the minutes of May 13, 2007. Judy Barnes seconded the motion. Motion carried.

4. Archivist's Report

No report from Maureen Watson.

5. Treasurer's report

5/13/08 to 7/15/08:

Income:

2008 Conference Vendor Fees	\$2,340.00
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Total Income	\$2,340.00
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Expenses:

Cab Cuisine (Board Lunch)	\$156.29
Hacker King Sherry Agency	\$190.00
RsvpBook	\$190.00
MLC	\$100.00

MLC * Replaces check #576	\$170.00
Total Expense	\$806.29
Beginning Checking Account Balance as of 6/30/08	\$33,214.65
Income as of 7/14/08	\$810.00
Adjusted Income as of 7/14/08	\$34,034.65
Income Less Expenses	\$33,218.36
Ending Checking Account Balance	\$724.94
MLC Account	\$16,964.69
Certificate of Deposit as of 6/27/08	
Total Assets as of 7/15/08	\$50,907.99

Pat reported on two issues regarding the MLC. As shown under expenses (above), a replacement check was sent to the MLC for \$170, as they never received check #576, which covered costs for Board Meeting room rentals. Also, Pat still isn't receiving MLC statements.

American Psychiatric Publishing canceled their participation in the 2008 MHSLA/Midwest MLA Conference, and will therefore be refunded \$710.

On 7/14/08, Pat spoke with the IRS because returns were never filed or received for 2004, 2005, or 2006. Although the IRS said letters were sent (they have the MLC's address: 1407 Rensen on file), MHSLA never received them. Pat will receive paperwork from the IRS within 10 days and will fill out and return everything by the end of August. MHSLA is not currently facing any penalties, although our 501 C6 has been suspended since February 2008. After the IRS reviews this paperwork, they will determine if MHSLA faces any penalties. Pat noted that associations who submit a letter of forgiveness usually don't face penalties. MHSLA will have 5 months after October 31st to file the income tax for the current year. Pat will update the Board as she files and then when she hears from the IRS. She will also add several procedures to the MHSLA Treasurer Procedures Manual to help ensure this type of thing hopefully does not happen in the future.

The Board discussed why MHSLA has not received these notices, when the IRS says they have been sent to the MLC address. It is the Secretary's responsibility to manage mail; is this in the Secretary's Procedure Manual? Arlene was contacted after the Board Meeting. She reported that the responsibility to manage mail is stated in the procedure manual and that she has left instructions and mailing labels at the MLC to have MHSLA mail forwarded to her. Despite this, she has not received any forwarded mail from the MLC.

6. Standing Committee Reports

Audit Committee

Diane reported and asked for feedback on the changes to the Audit Committee's Procedure Manual, outlined below:

Charge

To ensure the organization's financial viability and accuracy of all financial records, the Audit Committee shall audit the Treasurer's books and other financial documentation after the close of each fiscal year. Audits shall be conducted according to generally accepted accounting principles. The findings shall be reported at the March Board meeting and at the Annual Business Meeting.

Members

The Audit Committee shall have three (3) members appointed by the incoming President or Committee Chair. The Treasurer may not be a member of the Committee. The Audit Committee should not serve more than two successive terms.

Procedures

In practice, the Audit Committee conducts the audit in March following the end of the fiscal year. This allows for expenditures related to the annual conference to be documented and paid.

1. Retrieve all financial documentation from the Treasurer, ~~Group Purchasing Coordinator(s) and fiscal agent(s).~~
2. Check the Treasurer's expenditures for accuracy.
 - a. All forms should be completed in their entirety by the requestor.
 - b. There are two types of forms:
 - i. Reimbursement Request Form
 - ii. Speaker Expense Reimbursement Form
 - c. Receipts should accompany the forms, when appropriate.
 - d. Verify that the sequence of checks can be accounted for, and that none are missing.
3. Check deposit records for accuracy.
 - a. Verify that all cash receipts can be accounted for and were properly recorded.
 - b. Bank statements should be checked against the records of deposit.
 - i. Accrued interest should also be noted.
- ~~4. The ledger should coincide with the balances on the:
 - a. Checkbook.
 - b. Bank statement.~~
4. Checkbook register should coincide with:
 - a. Carbon copies of issued checks
 - b. Bank statements
5. Check for currency in the bonding of the:
 - a. Treasurer.

- b. President.
- 6. Verify that Tax Form 990 has been filed annually.
- 7. Check for status of Certificate of Deposit.
 - a. Interest should be noted on the yearly statement.
 - b. Interest should be reflected in the Treasurer's Report.
- ~~8. Check Group Purchasing Coordinator(s) financial documentation for accuracy.~~
- ~~9. Check fiscal agent(s) documentation for accuracy.~~
- 8. Verify that the Treasurer is in receipt of current Michigan Library Consortium statements regarding group purchases.
- 9. Verify the safe storage of cash, checks and receipts.

As a result of these changes, Diane will contact Deb Adams (Group Purchasing Chair) and Heidi Schroeder (Resource Sharing Chair), suggesting the Group Purchasing sub-committee delete item 3 from their procedure manual, which states, "The Audit Committee shall annually review each project's documentation and report to the Board and General Membership."

Diane will forward this final draft to Mike so he can update the MHSLA website.

Bylaws Committee

Mary presented the proposed bylaws changes to combine and rename the Publication and Technology Committees into the Communications Committee. The new bylaws language was composed by comparing and cutting and pasting from the current Technology and Publication Committee charges, which are displayed below:

7. Publications Committee

- a. *The Publications Committee shall publish an appropriate newsletter at least three (3) times each year. In addition, it shall, with the approval of the Executive Board, prepare and publish other publications, e.g., brochures, pamphlets and directories.*
- b. *The Publications Committee shall be responsible for the maintenance of Association web page(s), which include the Membership Directory.*
- c. *The Publications Committee shall prepare certificates denoting service on the various Association committees. It shall also prepare certificates of attendance for participants at educational sessions sponsored by MHSLA.*

10. Technology Committee

- a. *The Technology Committee will investigate and report to the membership on the impact of technology on library services and operations.*

- b. *The Technology Committee will offer suggestions to the Education Committee on appropriate educational topics relating to technology.*
- c. *The Technology Committee will also suggest to the Executive Board ways to incorporate technology into the operation of the Association.*

The new configuration for the Communications Committee charge was proposed as follows:

Article VII. Committees.

Section 1. Standing Committees.

D. Designation and Charge

3. Communication Committee

- a. *The Communications Committee shall publish an appropriate newsletter at least three (3) times each year. In addition, it shall, with the approval of the Executive Board, prepare and publish other publications, e.g., brochures, pamphlets and directories.*
- b. *The Communications Committee shall be responsible for the maintenance of Association web page(s) including the Membership Directory, electronic discussion lists, blogs and wikis.*
- c. *The Communications Committee shall prepare certificates denoting service on the various Association committees. It shall also prepare certificates of attendance for participants at educational sessions sponsored by MHSLA.*
- d. *The Communications Committee shall investigate and report to the membership on the impact of technology on library services and operations.*
- e. *The Communications Committee shall offer suggestions to the Education Committee on appropriate educational topics relating to technology.*
- f. *The Communications Committee shall also suggest to the Executive Board ways to incorporate technology into the operation of the Association.*

Mary added “electronic discussion lists, blogs, and wikis” to 3b (see above). After a group discussion regarding the need to cover these additional forms of electronic communication, 3b was re-worded as follows:

- b. The Communications Committee shall be responsible for the maintenance of Association web page(s), including the Membership Direction *and all other forms of electronic communication.*

Since the committees are listed alphabetically, the Communications Committee will be listed third out of ten. The other standing committees will be renumbered appropriately.

Judy Barnes made a motion to accept the newly revised bylaws.
Marilyn Kostrzewski seconded the motion. Motion carried.

Conference Planning

2008 Local Arrangements/Conference Planning:

The 2008 conference will be a joint conference of the Michigan Health Sciences Libraries Association (MHSLA) and the Midwest Chapter / Medical Library Association. The Metropolitan Detroit Medical Library Group (MDMLG) is the hosting group. The conference will be held October 17-21, 2008 and at the Detroit Marriott – Troy and the theme is “Vital Signs: Keeping You and Your Library Vibrant and Healthy”. The planning committee has been meeting on a bi-monthly basis, alternating between the Detroit area and Lansing.

Significant accomplishments to date include:

- A preliminary budget was submitted to all three organizations in January and has been updated throughout the year.
- A poster was created for publicity at the 2007 MHSLA and Midwest meetings. Publicity also has giveaways and trinkets to distribute. A “save the date” postcard for the conference was mailed out in February.
- A logo was designed and is available for downloading on the conference planning website and wiki.
- A conference planning wiki and general conference blog and wiki were developed. All planning documents are now available on the wiki.
- The Education Committee has a completed schedule for CE and programming and speakers and instructors have been contracted. The keynote speaker has been confirmed and will be Dina Ebert from the “Fish Leadership” organization. The Plenary speaker will be Eugenie Prime.
- Nine CE opportunities are scheduled. We have received 17 contributed paper submissions and about 18 poster submissions. Three rooms for paper presentations have been reserved. Confirmations will be distributed soon.
- There are 20 confirmed paying exhibitors and 4 non-paying, as of July 2008, and more have been contacted. There is one confirmed Sunrise Seminar.
- The public conference website is now up on the web at: <http://midwestmla2008.blogspot.com> Items on the website include “Program at a Glance”, information about the keynote speakers, information about the special events, information about transportation options, a list of committed exhibitors, hotel and conference registration links.

- Online registration with rsvpBOOK (registration software) and Merchant Warehouse (for online payment) went live on July 2, 2008.
- A site for the special event has been identified (Detroit Institute of Arts) and reserved and the contract is ready to be signed. There will be a Motown themed welcome reception at the Marriott featuring some Michigan foods and beverages.
- Meeting room assignments have been made and will be finalized with the Marriott. Menus have also been planned.
- The current projected budget deficit is about \$8,000. We are hoping to reduce this with additional vendor donations and/or sunrise seminars and by using donated audiovisual equipment, where possible.

Registration for the Conference is up and running – there were nine registrations as of 7/15/08. The ability to register was advertised on the MHSLA and MidWest listservs and both associations’ blogs. There will be no registration form mailed. In order to save money and to support green efforts, registration for this conference is online only, through the Conference Blog. Since MHSLA Conferences usually mail registration forms, some MHSLA members may be expecting their registration to come in the mail. Therefore, the online registration requirement will be advertised via the MHSLA Blog, MHSLA listserv, and in the next issue of the MHSLA Newsletter. Mike will also post a link to online registration on the MHSLA website. Since MidWest attendees are used to online registration, no special alert about online only registration will be advertised to MidWest members. Any MHSLA members who want to submit his/her conference registration via mail or who has problems with online registration may contact Pat Martin.

Pat Vinson spoke with Merchant Warehouse about what type of processing fees for credit card registrations to expect. Because there had been so few credit card registrations, she was informed it was still too early to tell. After the committee sees how many people register for the conference using credit cards, MHSLA will be able to better determine the usefulness of credit card payments for conference registration.

Since the last MHSLA Board meeting, the registration prices were increased slightly, but not for members. Final prices are reflected below.

Members

Early	\$250
Late	\$300
One Day	\$160
8 hr. CE	\$180
4 hr. CE	\$100

Non Members

Early	\$300 (formerly \$290)
Late	\$350 (formerly \$340)
One Day	\$210 (formerly \$185)
8 hr. CE	\$230 (formerly \$205)

4 hr. CE \$150 (*formerly \$125*)

Students

\$100

Tickets for non-registrants

Welcome reception \$25

Special event \$75 (*formerly \$60*)

A conference budget, conference at a glance schedule, and sample registration form were distributed.

2009 Local Arrangements:

The 2009 MHSLA Annual Conference will be held in Holland, MI at the Double Tree Hotel from September 23-25 (Wednesday through Friday). The group hotel rate will be \$99 per night. The welcome reception will be held on Wednesday night and the special event will be held Thursday evening.

Holland Hospital's computer lab will be available to use.

The current thinking for the theme is "Harness the Energy: Power Up".

WMHSL will meet next and sample food choices on August 14th at the Double Tree Hotel.

2010 Local Arrangements:

After investigating the Radisson and the Kellogg Center, MMHSL proposed the Kellogg Center as the 2010 Conference site. An online MHSLA Board vote approved the Kellogg Center in East Lansing, MI. A contract is ready.

MMHSL discussed the dates of October 13-15, but the dates of the 2010 MidWest MLA are not yet posted.

There are computer labs to use in the MSU Main Library, just a short distance away.

Education Committee

The Education Committee will be awarding Midwest/MHSLA Conference scholarships to one student and one MHSLA member who have never attended a MHSLA conference. The scholarship will cover registration, lodging, travel, and one CE course. An announcement advertising these scholarships will go out soon.

The MLA President, Mary Ryan, contacted 2008 Conference Planning about meeting with all student attendees at the Midwest/MHSLA Conference. MHSLA contacted Mary Ryan for more details, but have not heard back yet.

There is a NLM/NTCC PubMed Search Clinic webcast that will take place Thursday, July 17th at 2:00 p.m. This training session was advertised on both the MSHLA Listserv and Blog. Heidi mentioned that it is limited to the first 300 participants, but will be recorded and available to watch “on-demand” after the initial broadcast.

Membership Committee

No report from Gale Oren.

Nominating Committee

The Committee (Sheila Bryant, Ken Nelson, and Cheryl Putman) sent out emails to those MHSLA members nominated for President-elect, Treasurer, and Nominating committee (3 positions).

Eight members were nominated for President-elect, four were nominated for Treasurer, and three were nominated for the Nominating Committee.

All eight members nominated for President-elect declined, Jill Turner accepted a nomination to run for Treasurer, and three members (John Coffey, Mary Fitzpatrick, Sandy Swanson) accepted their nominations for the Nominating Committee.

The slate should be finalized by the end of July.

Sheila looked to the Board for advice on having no current MHSLA member(s) on the slate for President-elect. Maureen suggested looking at past-presidents and possibly asking some to run again. Janet asked MHSLA Board members, especially past presidents, to personally contact and encourage members to run. Members currently serving on Committees may be worth asking, as they have experience and knowledge of MHSLA and are already committed to serving.

Publications Committee

The Membership Directory has been updated.

The deadline for the next MHSLA News is August 15, 2008. Please pass along any articles, including marketing for the upcoming Conference, to Arlene Weismantel.

Mike Simmons continues to update the MHSLA website. He is considering a complete overhaul of the site.

Heidi Schroeder posted to the MHSLA Blog on a temporary basis while Sandy Swanson was on vacation.

Research Committee

Janet reported on behalf of Misa Mi, Chair. Misa recently completed her Ph. D. and is in a new position at the University of Toledo.

MHSLA would like to congratulate the Research Committee: Misa Mi, Sandy Swanson, and Marie-Lise Shams! Their poster, *Health Sciences Librarians in Michigan: Connecting to Emerging 2.0 Technologies*, won the Hospital Librarians Research Award at the MLA '08 Poster Session in Chicago. This wonderful news was also announced over the MHSLA Listserv and Blog. Congrats!

Resource Sharing and Group Purchasing

MHSLA DOCLINE Group: Five institutions (Mercy Health Services North, Grayling; Mercy Memorial Hospital, Monroe; North Oakland Medical Center, Pontiac; Trinity Health, Farmington; Keweenaw Medical Center, Laurium) did not renew their MHSLA memberships and were therefore removed from the MHSLA DOCLINE Group. Now that the DOCLINE Group is updated, Jodi Tyron and Heidi Schroeder will send out a short survey to MHSLA DOCLINE Group members very soon.

NLM Duplicates Program: A list of 109 free NLM Duplicates books was distributed to MHSLA members on July 7, 2008. Well over half of the books were claimed in the first few days. A list of titles still available is on the Group Purchasing page of the MHSLA website. The last day to request these books will be Friday August 29th. Titles will hopefully be shipped from Hackley Hospital in September.

Deb Adams will be stepping down as Chair of Group Purchasing as of the 2008 MHSLA Annual Meeting.

Technology

No report (since Technology and Publications are in the process of merging to become the Communications Committee).

Outreach and Advocacy

No report from Vanina Chavarri.

7. Regional Group Reports

ERHSLA

Genesys is applying for a grant to begin a Consumer Health Library. The grant writing team has an August 1st deadline. If successful, they have a prime location in the lobby next to the food court and hope to have a part time professional librarian available.

Genesys Hospital as a whole is undergoing mass changes and layoffs – the Library was hit with a staff reduction from 3 to 2.5 people.

Hurley is currently looking for a library assistant.

ERHSLA will be meeting the week of July 21st to discuss new MHSLA and ERHSLA business.

GMR Regional Council

There are many upcoming events sponsored by the GMR - Barb posted a complete list of events, which can also be found on the GMR's web site.

A survey about the services and programs provided by the GMR was sent out, as was a reminder notice. Barb asked those who haven't filled out the survey to please do so.

MDMLG

MDMLG's Education Program and Summer Luncheon was held Thursday, June 19th at Detroit's historic Scarab Club. Attendees enjoyed a catered lunch. At a short business meeting, recognition was given to Mary Fitzpatrick as the 2008 Student Scholarship winner, Carole Gilbert upon her retirement from Providence Hospital, and best wishes to Melissa Taylor as she moves to California for a new position. Each board member and committee chair gave a brief overview of their accomplishments of the year. All annual reports are available on the MDMLG web site. President Marilyn Kostrzewski presented the gavel to Incoming President, Cathy Eames. Margaret Prizer, from the DIA Speakers Bureau, gave a very interesting presentation on medicine in art. The day concluded with a guided tour of the Scarab Club.

The summer issue of the MDMLG newsletter is available on the web site.

The Compensation and Benefits survey has been mailed out to those MDMLG members who manage hospital libraries in the Metro Detroit area. Results will be available in the fall.

MDMLG will have a morning breakfast meeting on September 18, 2008, at Mt. Clemens Regional Medical Center.

As of May 1st, 2008, MDMLG had a checkbook balance of \$14,822.06.

MMHSL

MMHSL met on May 28th at MSU. The OvidSP and future CE courses were discussed. The group decided to be flexible when it comes to future CE opportunities. If there is a course that is of interest, the group will look into hosting another CE course during MSU's Spring Break in 2009. The group may also decide to travel together to a CE

offering elsewhere in the state. At this meeting, Sheila Bryant asked members to submit MHSLA nominations to her.

Planning for the 2010 Conference is underway. RFPs were submitted to both the Radisson and Kellogg Center. The Kellogg Center was chosen. The dates of October 13-15 were proposed, although the dates of the 2010 Midwest MLA Conference are unknown.

MMHSL would like to work with the RN-AIM to offer a symposium for nurses and librarians at the 2010 Conference. There are many possible topics for the symposium, including EBP/EBN and magnet status. Mike will be contacting members of RN-AIM to work out possible details and will then propose this idea to the Education Committee.

MMHSL's current checkbook balance is \$729.35.

WMHSLA

WMHSLA meet on June 26, 2008 at Saint Mary's Health Care in Grand Rapids, with several northern members joining in via teleconference from Munson Health Care.

WMHSLA sponsored a NNLM class in Traverse City in June titled, "Measuring your impact: using evaluation for library advocacy". Twenty-nine people from both medical and public libraries were in attendance.

WMHSLA currently has 25 members.

2009 Conference Update:

- Conference will be held September 23-25, 2009 at the Double Tree Hotel In Holland.
- The Double Tree Hotel quoted rooms at \$99 per night.
- The Conference theme is "Harness the Energy: Power Up" with some kind of windmill graphic.
- WMHSLA is working to finalize the details of the reception Wednesday night and the special event Thursday night.
- Holland Hospital volunteered the use of its computer lab for CE courses.

WMHSLA will meet on August 14th at the Double Tree Hotel in Holland for their next meeting.

8. Old Business

Mike Simmons spoke with the RN-AIM group and discovered they would have more flexibility to participate in a symposium with MHSLA at the 2010, rather than 2009, Annual Conference. Mike will continue to communicate with this group and will let them know the dates of the 2010 Conference in East Lansing. He will present any details and recommendations to the Education Committee.

9. New Business

Janet solicited nominations for Librarian of the Year. Nominations will be reviewed at the September Board Meeting.

Janet relayed one MHSLA member's comment to the Board regarding future conferences. Because of decreases in travel allowances and release time, increases in travel costs, and the numerous local, state, and national conferences to choose from, this member suggested possibly having MHSLA merge their annual conference with another association, like the Michigan Library Association, for example. After discussing both the advantages and disadvantages to this idea, most Board members thought it would be more beneficial to hold a future session or symposium that allows MHSLA members to discuss where health sciences librarianship in Michigan may be headed as well as the challenges our profession and associations face. This would allow concerns such as those described above, and others, to be discussed by MHSLA members. Because the MHSLA Annual Conference offers many CE opportunities specific to our field, is in a fairly convenient location (as it is always in Michigan), and is fairly inexpensive compared to other professional conferences, the Board decided no immediate action regarding the merging of our Annual Conference with another association's was ideal.

President-elect, Judy Barnes, will soon be talking with current MHSLA committee chairs to make sure committee assignments for the 2008-2009 year are in place.

The next Board Meeting will be Tuesday, September 16th, 2008 at 10 a.m. at the Michigan Library Consortium in Lansing.

10. Adjournment

Janet Zimmerman made a motion to adjourn at 11:52.
Mike Simmons seconded the motion. Motion carried.