

**Michigan Health Sciences Libraries Association**  
**Executive Board Meeting Minutes**  
**May 13, 2008**  
**10:00 a.m. at the Michigan Library Consortium**

**Present:** Sheila Bryant, Nominating; Marilyn Kostrzewski, Diane LeBar, Audit; Mary A. Hanson, Bylaws; MDMLG; Pat Martin, Immediate Past President; Sandra Martin, 2008 Local Arrangements; Ellen O'Donnell, 2008 Conference Coordinator; Gale Oren, Membership Committee Chair; Barbara Platts, GMR Regional Council; Brett Powers, WMHSLA; Heidi Schroeder, Group Purchasing and Resource Sharing; Mike Simmons, MMHSL; Pat Vinson, Treasurer; Maureen Watson, Archivist; Arlene Weismantel, Secretary and Publications Committee Chair; Janet Zimmerman, President and Education Committee Chair.

**Not Present:** Misa Mi, Research; Vanina Chavarri, Outreach and Advocacy; Melanie Bednarski, ERHSLA.

**Quorum:** Yes

**1. Call to order**

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

**2. President's Remarks:** Janet Zimmerman talked to Josie Parker, the President of the Michigan Library Association. MLA is restructuring. They will be forming Communities of Practice and one will be Consumer Health. It would cost us \$75.00/year to become an affiliate member of MLA.

Arlene Weismantel made a motion to make MHSLA an affiliate member of the Michigan Library Association. Marilyn Kostrzewski seconded the motion. Motion Carried.

The Michigan Library Association annual conference is from October 22-24 – Wednesday through Friday. In 2009, it is November 4-7 in Lansing. Should MHSLA exhibit at the conference? Can we apply for an exhibit award? Perhaps we can partner with MI Go Local to exhibit. Arlene has written an exhibit award before. She will dig out this file and do some investigating.

Janet Zimmerman proposed regularly recognizing retirees at our Annual Meeting. This will be written into the agenda for the Annual Business Meeting. New members should be recognized as well.

**3. Approval of minutes**

Heidi Schroeder made a motion to approve the minutes of November 13, 2007. Pat Martin seconded the motion. Motion carried.

**4. Archivist's Report**

Archivist Maureen Watson is planning on presenting a poster at the Annual Meeting. The tentative title is, "Information Interaction: MHSLA and the Midwest Joint Meetings." She will be highlighting previous conferences where we have partnered with the Midwest Chapter.

Please keep forwarding materials to Maureen so that they are included in the archives.

## **5. Treasurer's report**

Treasurer Pat Vinson reported that the name of our bank is changing to Bank of America.

From 1/8/2008 to 5/12/2008

Total income: \$15,875.00

Total expense: \$829.71

Total assets: \$48,869.28

2008 MHSLA Conference Expenses

Total public relations committee expense: \$2,549.54

Total speaker expenses: \$4,000.00

Total conference expenses as of 5/12/08: 6,549.54

Total conference income as of 5/12/08: \$11,720.00

The Treasurer's report was approved by the Board.

## **6. Standing Committee Reports**

### **Audit Committee**

Committee Members: Diane LeBar, Chair  
Marilyn Kostrzewski  
Patricia Scholl

Diane reported that the financial records held by the current MHSLA Treasurer for the period 11/1/06 – 12/31/07 were reviewed. All deposits, checks, and entries were accurately documented with the following exceptions:

LaSalle statement (dated 3/31/07) shows a \$45 withdrawal for "COMMERCIAL DEBIT ADJ" on 11/15/06, but the withdrawal was not entered in the register. A discrepancy in a deposit (dated 1/10/27) is the probable cause for the adjustment. Thirteen checks for \$45 each (totaling \$585) appear to have been deposited, despite a bank receipt and deposit ticket for \$630.

Check #576 (dated 6/3/07), paid to the order of "Michigan Library Consortium", was never cashed. The \$170 check was issued to cover "facility fees for [three] MHSLA board meetings held at MLC" (MLC invoice dated 5/15/2007).

Receipt (dated 8/9/07) and LaSalle statement (dated 8/31/07) show that \$330 was deposited on 8/9/07, but the deposit was not entered in the register. Documentation for membership dues totaling \$330, deposited on receipt date, is included in the treasurer's binder.

After reconciling the above discrepancies, the account balance on the LaSalle statement dated 12/31/07 and the last 2007 balance recorded in the checkbook register (dated 12/4/07) coincided.

Bonding for the MHSLA President and Treasurer is current through June 1, 2009.

The Certificate of Deposit was allowed to automatically renew to its maturity date, 7/21/2008. The balance as of 5/12/2008 was \$16,793.91.

Unresolved issues to be addressed by Treasurer:

Contact the Michigan Library Consortium regarding check #576 (see above) and if necessary, reissue a check for \$170.

Tax forms were not submitted in 2005, 2006, and 2007. The current MHSLA Treasurer must contact the IRS to rectify the oversight.

We still have an issue with the MLC deposit account. We should be getting statements on a regular basis. This does not seem to be happening.

### **Bylaws Committee**

Janet Zimmerman indicated that we need to make the changes regarding the Communications Committee this month in order to have the Bylaws approved at the Annual Business Meeting. This committee will be a merger of the Publications and Technology Committees.

### **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 site for the special event has been identified (Detroit Institute of Arts) and reserved, pending finalization after the completion of the DIA renovation. There

will be a welcome reception at the Marriott featuring some Michigan foods and beverages

- 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 currently planned as well as contributed paper and poster sessions.
- 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 have been developed. All planning documents are now available on the wiki.
- There are 15 confirmed exhibitors as of April 2008, and many more have been contacted. There is one confirmed Sunrise Seminar.
- Options for online registration have been identified.
- Preliminary meeting room assignments have been made and will be finalized with the Marriott. Menus have also been planned.
- 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 and hotel information.
- Registration information should be up on the website by the end of May or early June.

Ellen O’Donnell asked for feedback on the conference fees. The proposed fees were as follows:

Members

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

Non Members

Early	\$290
Late	\$340
One Day	\$185
8 hr. CE	\$205
4 hr. CE	\$125

Students

\$100

Tickets for non-registrants	
Welcome reception	\$25
Special event	\$60

No one had objections to the proposed fees.

There are 15 confirmed exhibitors.

We estimate 175 attendees

The Program expenses are high. Airline expenses are not yet in.

There will be a detailed article about the Conference published in Midline

The Education Committee needs to take a look at MHSLA scholarships for library school students. MDMLG and Midwest also have scholarship programs.

A conference budget was distributed.

### **Education Committee**

Janet Zimmerman will be serving as the Chair of the Education Committee.

Janet said that many local groups were doing quite a bit of CE. Does MHSLA need a summer support staff class? If not, there needs to be a Bylaws change because even the month of the support staff CE class is included.

It's difficult for support staff to attend the Annual Conference because of coverage issues. We need to be better about adding regional group CE programs/happenings to the MHSLA Calendar. The regional representatives should be responsible for this. They should also send out information to the MHSLA list, blog and newsletter.

The Education Committee was thinking about a CE on time management or file management for everyone in March or April.

### **Membership Committee**

As of May 12, 2008 there were 65 institutional memberships and 87 personal memberships. 11 people are both personal and institutional members. So far there are 5 fewer institutional members and 6 fewer personal members than last year. Overall, membership has been stable for at least the past 5 years.

The revised database was sent to Arlene so that she can create a new MHSLA Directory.

There was a discussion about increasing the dues. The dues haven't been increased in a very long time – over a decade – and are very reasonable: \$15 for personal members and \$45 for institutional members. The Board decided that there was no need for a dues increase. The organization has been fiscally responsible and is living with its means.

There should be a Newsletter article highlighting that there has been no increase in dues and no need for one. MHSLA is a good value for the members and works hard to provide high-quality educational programs, group purchases, etc.

Institutional members need to renew to continue to have access to STAT!Ref. Gale will review the current procedures and write new ones to ensure that this happens.

### **Nominating Committee**

Sheila Bryant, Nominating Committee Chair, contacted the members of the committee via email to discuss compiling a slate.

The Committee provided suggestions of members they thought would be an asset to the Executive Board and those members will be notified by the Committee.

Sheila sent out a call for nominations via the MHSLA list. The Committee will have a slate by the July MHSLA Board meeting.

### **Publications Committee**

The Spring 2008 issue of the MHSLA News was posted to the website. Arlene sent out a message to the membership letting them know that it is available.

Mike Simmons continues to maintain the website as well as the wiki where we are posting our Board reports.

Sandy Swanson manages the MHSLA blog. As of yesterday, the blog had 105 posts and 33 comments. It has had 6948 visits. The highest number of visits in one day took place the day the Conference photos were posted – 166.

The most visited posts are: medical and science cartoons (over 2000 visits), U-M's digital repository, ISI Impact Factors & About MHSLA.

The new Directory will be available soon. There were a few issues with sending and opening the Access database which have been resolved.

### **Research Committee**

The Research Committee designed and conducted a survey to investigate the current use of Web 2.0 technologies by organization members, barriers to use, and needs in applying the technologies in practice. The survey was administered to the members of the Michigan Health Sciences Library Association and Metropolitan Detroit Medical Library Group during the period of Jan. 30<sup>th</sup> to Feb. 15<sup>th</sup>. Sixty nine responses were collected by the end of the survey period.

The results of the survey will be analyzed and shared with the members. Information gathered will be used to identify factors influencing the application of the technologies and to inform decisions about future continuing education offerings for the members.

The Research Committee conducted an online survey on the current use of Web 2.0 technologies by the membership. The responses provided by participants provided useful information in planning the Technology Forum at the 2008 Midwest Chapter/MLA conference.

The results of the survey will be presented at the MLA poster session on May 18 and a report of the survey results will be submitted to the MHSLA News.

The subscription to the online survey tool, SurveyMonkey, has been renewed for another year. Members are encouraged to contact Misa Mi ([mmi@dmc.org](mailto:mmi@dmc.org)) for the access account if they plan to use the survey tool to conduct any library projects or need to use the tool to plan for the Midwest Chapter/MLA conference in the 2008 fall.

Respectfully submitted by Misa Mi, Chair, and committee members Marie-Lise Shams And Sandy Swanson.

### **Group Purchasing and Resource Sharing**

Heidi Schroeder reported that she did not receive a report from Deb Adams on the activities of the Group Purchasing Committee.

MHSLA DOCLINE Group: Jodi Tyron and Heidi are close to completing a survey about the Group. This will be distributed to the members once it is completed.

NLM Duplicates Program: A list of 78 free NLM Duplicates books was distributed to MHSLA members in early December. All but 11 books were claimed in the first 5 days.

Titles were mostly distributed on a first come first served basis. Some discretion was used when certain libraries requested many titles only minutes before another library requested only a few of the same titles. The books were shipped in mid-April.

Another shipment of books was received. The committee would like the Board's opinion on how we should distribute this next group of books. We could distribute them the same way (shipments to individual libraries) or at the MHSLA Conference (those who don't attend would receive their books via shipment).

MISHULS: An update of the MISHULS list will take place this summer and fall.

Janet mentioned that she was approached by EBSCO about a nursing full-text database. Janet will talk to Deb Adams.

How should MHSLA handle the LWW books now that Bob Morrissey is leaving Ovid?

## **Technology**

Mike Simmons included his report with Publications. He's waiting for the Bylaws committee to work on language that will merge the Publications Committee with the Technology Committee. The new entity will be called the Communications Committee.

## **Outreach and Advocacy**

No report from Vanina Chavarri.

## **7. Regional Group Reports**

### **ERHSLA**

No report from Melanie Bednarski.

### **GMR Regional Council**

Munson Healthcare Department of Library Services hosted 2 GMR sponsored classes on January 14, 2008 in Traverse City. Making PubMed Work for You (4 CEU's), and Beyond an Apple a Day: Consumer Health Information (3 CEU's). Holly Burt and Jacqueline Leskovec journeyed up to Traverse City to provide instruction to library staff from area hospitals, public libraries, and academic libraries.

To help mitigate the impact of disasters on healthcare providers and their patients, the NN/LM has developed an emergency preparedness and response plan to help Network members maintain their information services in the event of a disaster. To support this effort, the GMR has formed an Emergency Preparedness Working Group. Regional Coordinators are:

IL Logan Ludwig, Loyola University Medical Center, Maywood, Chair  
IN Joan Zivich, Community Hospital, Munster  
IA Linda Walton, University of Iowa, Hardin Library of the Health Sciences, Iowa City  
KY Mary Congleton, Southern Kentucky AHEC, Mt. Vernon  
MI Barbara Platts, Munson Healthcare, Traverse City  
MN Paul Dahl, RN Barr Public Health Library, Minnesota Dept. of Health, St. Paul  
ND Ann Pederson, Altru Hospital, Grand Forks  
OH Maryann Mlodzik, Cuyahoga Falls General Hospital, Cuyahoga Falls  
SD Pat Hamilton, Rapid City Regional Hospital, Rapid City  
WI Robert Koehler, Meriter Hospital Park, Madison

For more information visit: <http://nnlm.gov/ep/>

The GMR funded MLA's Spring webcast, "Web 2.0 Principles and Best Practices: Discovering the Participatory Web," was on Wednesday, March 5, 2008, 1:00 p.m., central time.



Barb also listed upcoming events sponsored by the GMR.

## **MDMLG**

### General Info:

- The Next MDMLG program and General Business Meeting will be held March 19 at the Farmington Community Library on 12 Mile in Farmington Hills. The topic will be Second Life, a virtual city on the Internet, which contains some Health Care applications. The GMR has purchased an island named the Health Information Island. Evette Atkin, from MLC will present the program at 1:00 PM. See the MDMLG web page for more details.
- Discussion of by-laws changes will occur at the business meeting.
- The new digital camera can be checked out, for use, by members, at Henry Ford Hospital, Detroit and by contacting Nandita Mani.
- The annual Education Program and Summer Luncheon will be held Thursday, June 19, at Detroit's historic Scarab Club, located at the northeast corner of John R and Farnsworth, just east of the Detroit Institute of Arts. A delicious luncheon, catered by Union Station, will precede the business meeting. "Medicine and Art" will be the topic discussed by Margaret Prizer, from the Detroit Institute of Art's Speaker's Bureau. The afternoon will conclude with a tour of this historical site. See the MDMLG web page for more details.
- The Sept. 18 meeting will be held at Mt. Clemens General Hospital.

Professional Development: See web page for full details

Nominating: The ballots for election of officers have been mailed. The slate consists of:

President: Gina Hug

Secretary: Jillah Biza, Andrea Rogers

Membership: Audrey Bodnar, JoAnn Krzeminski

Nominating: Doris Blauet, Linda Draper, Misa Mi, Robin Terebelo.

Treasurer's Report:

Checkbook balance, as of May 1, 2008: \$18,822.06.

Newsletter:

The last of 4 newsletters will be published by May 30.

Professional Development:

\*\*Six MLA approved CEs opportunities were offered since last June.

Public Relations:

The 2008 MDMLG scholarship was awarded to Mary Fitzpatrick

Compensation and Benefits:

The new survey will be sent to institutions in early June, with results available in the fall.

## **MMHSL**

Mike Simmons reported that MMHSL sponsored an OVID SP class at MSU during MSU's spring break. Ten people attended. The next meeting will be on May 28 at 3:00 where there will be a discussion of the local arrangements for the 2010 MHSLA conference. MMHSL is considering both the Kellogg Center and the Lansing Radisson.

## **WMHSLA**

WMHSLA meet on April 24, 2008. The majority of us were in Grand Rapids, at Saint Mary's Health Care, while some of our more northern members joined us via teleconference from Munson Health Care.

Due to the resignation of President-Elect Lois Huisman, a special election was called to fill her position. Jennifer Barlow was elected.

The group reviewed our short list of possible locations and decided to hold the 2009 MHSLA conference in Holland at the Doubletree. Room prices are very reasonable, the hotel offers a nice new facility, and we felt that Holland would be a fun change of pace for MHSLA members.

Accommodations – Mary Jo Wyels; Sandy Swanson and Betty Marshall will assist. This includes meal planning as well as hotel arrangements.

Education – Chair will be appointed by MHSLA President Judy Barnes; Barb Platts will assist.

Publicity – Sandy Swanson; Maureen Watson will assist.

Vendors – Chris Allen and Yvonne Boudreau will co-chair; Alison Konieczny will assist.

Registration – Brett Powers; Jody Tyron and Lois Dye will assist.

Hospitality – Eleanor Lopez- hopefully. Mary Jo and Jennifer Barlow will assist. Transportation, if needed, would be included in this committee's responsibility.

Any MHSLA who want to work on the conference are welcome to join a committee. Contact Brett Powers at [powersb@trinity-health.org](mailto:powersb@trinity-health.org).

Brett presented the idea of having a 2-day conference. The MHSLA Board was not enthusiastic about this idea. Many hospital librarians cannot afford to go to MLA, so MHSLA is the only opportunity they have for CE and networking. MLA is in Hawaii next year, and there will be few librarians either hospital or academic who will be able to attend.

## **8. Old Business**

Joint conference proposal from RN-AIM in 2009. We need to have a firm date on when their conference is being held so that we can coordinate with them. We need to get Judy Barnes, the President-Elect, involved in this. Heidi is willing to help. Mike Simmons will follow up with one of the nurses at Sparrow who is an RN-AIM officer. He will ask about how many people normally attend their conference.

## **9. New Business**

Janet solicited nominations for Librarian of the Year.

Barb Platts reported that 22 people attended the Measuring Your Impact CE sponsored by Munson.

Ellen O'Donnell reported that St. John Health lost FTE in the Libraries. Titles changed. They have culled many areas, not just the libraries. This took place after bringing in the consulting firm Deloitte & Touche. What can MHSLA do that would make a difference? What are the standards for the ACGME, AOA, JCAHO. Can we make them aware of MLA Standards for Hospital Libraries?