

Executive Board Meeting Minutes
Michigan Health Sciences Libraries Association
July 17, 2007
10:00 a.m. at the Michigan Library Consortium

Voting Members Present: Patricia Martin, President; Mary Frances Cox, Secretary; Janet Zimmerman, President Elect; Arlene Weismantel Immediate Past President; Michael Simmons, M-MHSL; Mary Fitzpatrick, ERHSLA; Marilyn Kostrzewski, MDMLG; Brett Powers, WMHSLA.

Voting Members Absent: Patricia Vinson, Treasurer; Chris Allen, NMHSLA; Linda Winslow, UPHSLC.

Quorum Present? Yes

Non -Voting Members Present: Mary Hanson, Bylaws; Mel Bednarski, '07 Education; Mary Fitzpatrick, '07 Local Arrangements; Maureen Watson, Archives; Diane LeBar, Audit; Doris Blauet, Nominating; Eileen O'Donnell '08 Conference Coordinator; Yvonne Boudreau, '06 Education..

Non-Voting Members Absent: Misa Mi, Research; Gale Oren, Membership; Carole Gilbert, '08 Education Committee Sandra Martin, '08 Local Arrangements; Barbara Platts, GRM Regional Council.

1. Call to order

President Patricia Martin called the meeting to order at 10:00 a.m.

2. President's Remarks

None.

3. Approval of minutes

Mary Frances Cox submitted the minutes from the May 15, 2007 Board meeting. **Mary Cox moved and Arlene Weismantel seconded that the minutes from the May 15, 2007, Board meeting be approved as amended. Motion carried.** The minutes of this meeting will be posted on Ctools.

4. Archivist's Report

No report.

5. Treasurer's Report

Pat Martin reported for Pat Vinson. In March there was \$973.66 in the MLC deposit account. Total Assets as of today: \$54,217.29

6. Review of Committee Reports

Audit Committee

Diane LeBar, Audit Committee Chairperson, received Board approval to change the Audit procedures. Instead of stating that the ledger should coincide with the balances on the checkbook and bank statement she would like this to state that the ledger should coincide with the *carbon copies of issued checks* and bank statements.

Diane also received approval to delete the following procedures:

- Check Group Purchasing Coordinator's financial documents for accuracy.
- Check fiscal agent's documentation for accuracy.

Debbie Adams advised Diane that there is nothing to audit for Group Purchasing because the Group Purchasing Committee does not spend or take in money. Board members stated that the reason we had the Audit Committee take a look at this in the past is because we list the MLC account as a part of our assets. We were specifically tracking the STAT!Ref money because there is often money left over. We want to track money that we that doesn't get spent. We could buy additional titles with this money.

Since there were two libraries that did not pay their STAT!Ref renewal, there is currently no extra money. MLC needs to notify us early if someone does not pay STAT!Ref renewal.

MLC sporadically sends statements to Sandy Swanson, former STAT!Ref Coordinator, who forwards them to the Treasurer. The brief statements only report the account balance. The Treasurer needs to have current statements and request them from MLC if necessary. Sandy Swanson was not aware of who did not pay the STAT!Ref renewal. MLC needs to keep us apprised. We carried one library two years in a row.

Why are we spending so much time on STAT!Ref? We spend an enormous amount of time deciding on titles, who's paid and who hasn't. It seems like MLC should be doing this, especially for the amount of money they are getting (5%). MLC should be letting those who don't pay know that they are going to get cut off.

Why can't STAT!Ref invoice each of us directly? All of our other group purchases are billed directly: Ovid, Natural Standard, Natural Medicines. Ovid didn't want to work through MLC because they would have had to raise our prices 5% to cover the MLC costs.

Pat Martin will request a meeting with Diana Mitchell from MLC, Ken Nelson, the current STAT!Ref coordinator, Sandy Swanson and Deb Adams in an effort to determine the responsibilities of the MLC, the MHSLA Treasurer, Audit Committee and Group Purchasing Committee regarding the STAT!Ref purchases. The objectives of the meeting will be to clarify MLC's role and procedures for collecting late payments and communicating unresolved issues with MHSLA, and to make recommendations regarding the Board's role in checking documentation for accuracy. Should the responsibility lie with the Treasurer or Resource Sharing Committee?

Bylaws

Mary Hanson reported that no Bylaws changes have been proposed.

Conference Planning

2007 Local Arrangements

Mary Fitzpatrick reported that things falling into place. We shouldn't have a huge loss because we have been getting a lot of vendor support: currently \$8,200. We still have to select a menu. Special event "Mysteries From the Depths of Space" at the planetarium. Mary contacted Polly Ross at the Michigan Library Association many, many times (both emailing and calling, leaving messages) and couldn't get an answer about CE reciprocity. Melanie Bednarski also contacted a different person at MLA and couldn't get an answer from her either. We wanted to be able to publicize that librarians could get MI Library Assn. credits.

2007 Education

Melanie Bednarski reports that the program is back from the printer and it will be sent out by Friday. The format has been changed to make it larger and more clear. No one has applied for the scholarships yet. Two notices have been sent out.

2008 Conference Coordinator

The Education Committee has been actively contacting speakers.

Publications & Technology Committee

Our Web site has changed hosts to 1st.com. Should be seamless from the members' perspective. The Membership directory has been updated. Our blog hasn't received any traffic lately. MDMLG blog successful because of Alexia's diligence. We need to find someone who will take it over and make it a priority.

Newsletter deadline is August 1st. The newsletter is to promote the conference. Please submit content if you are involved in conference planning.

Mike Simmons, MHSLA webmaster, said our web pages were moved on Saturday morning. We have new functionality. Mike handed out the statistics that will now be available. It would be desirable to put our reports up on the MHSLA site. We'd all have to have FTP software available which may be a problem for those in hospitals. We have emails available so we could set up emails like president@mhsla.org. There was agreement that we should look into this.

Membership Committee

Membership Chairperson, Gale Oren, was not present. She submitted the following report as of July 17, 2007:

70 Institutional Memberships

99 Personal Memberships

13 Both Institutional and Personal Memberships

Nominating Committee

Doris Blauet submitted the slate of candidates for this year's election:

President-Elect: Judy Barnes

Secretary: Arlene Weismantel

Nominating Committee: Cheryl Putnam, Sheila Bryant, Ken Nelson, Betty Marshall.

We did not get anyone to run for Nominating from the Upper Peninsula or NMHSLG.

Doris said that the list of nominees will be sent out late. **Marilyn Kostrzewski moved to approve that the list of nominees be sent out late. The motion was seconded. Motion carried.** Candidates for any elective office may also be nominated by petitions signed by not less than five members. Petitions must be accompanied by appropriate supporting documents and must be received by August 6th, 2007. The ballots will go out on the 11th of August.

Research

Chairperson Misa Mi was absent and there was no report.

Group Purchasing and Resource Sharing

Melba Moss resigned as Chair of this committee. Pat Martin will work on finding an interim Chair. Deb Adams is still chair of Resource Sharing, a subcommittee. Mike Simmons is on this committee and he reported that there are two new offers: Ovid Books and Natural Standard. We have purchased just shy of 100 books, so the price will be about \$400/book. This is a purchase model, not a lease.

Outreach and Advocacy

Vanina Chavarri was going to try and join us via videoconferencing. This did not work out. No report.

ERHSLA

Mary Fitzpatrick reported that they've been conference planning. The region welcomes Jennifer Bluhm to Hurley Medical Center as the new Public Services Librarian. Jennifer is a recent Wayne State MLIS graduate.

GMR

Barb Platts was not present. Her report outlined the upcoming events sponsored by the GMR and other activities taking place in the region.

MDMLG

The annual Summer Luncheon, Educational Program and Business Meeting was held on June 21. Forty-two members and three guests attended. At this event Cherrie Mudloff's retirement was celebrated, Heidi Schroeder received the MDMLG scholarship and Misa Mi received the MLA award. PayPal worked well for the Summer Luncheon and will become the standard method of payment for MDMLG. You don't have to be a member of PayPal to use it. The Fall Meeting will be on September 20 at Oakwood Hospital Dearborn. The program will be about library security. They have \$15,602 in their

checking account. A Visa check card has been useful to pay organization's invoices. A new issue of their newsletter is now available. Two CE programs will take place on July 2 at Wayne State on Docline and PubMed. There is a wiki for the Midwest conference planning committee. They have 98 members (the same as last year), 62 personal, 23 institutional, 7 students and 6 emeritus.

MMHSL

No report. They have not met.

NMHSLG

Chris Allen reported on activities in their region's libraries. Munson was recognized with the "Best in Show" award for the public relations and marketing competition at the Medical Library Association annual conference. Chris Allen has photos of their displays if desired.

UPHSLC

No report.

WMHSLA

WHMSLA has not met since the last MHSLA Board meeting. They will be discussing a merger with NMHSLG in August. They currently have 21 members.

Old Business

There is a lack of information flow between one committee chair and the next. We need to make a more concerted effort to pass along information. Due to time constraints, most incoming and outgoing committee chairs prefer to meet one-on-one with each other rather than at a transitional meeting. It might be useful to chat with all previous chairs that have held the same position. We need to write things down to pass on to the next person. At the conference, have the outgoing chair introduce the incoming chair. We need a list of who the chairs were over the past decade to post on the website. It is very advantageous to have been on the committee during the previous year before taking over as chair. A lack of experience can be a problem. Being on the Education Committee 2 years in a row for the purposes of succession planning can be a strain on that person. A debriefing meeting between the current and future year's conference planning committees might be useful. We should solicit the names of people who have been on MHSLA committees in the past and post them on the website. Are there other web tools that can help us out? Wikis, perhaps?

New Business

Maureen Watson needs volunteers to pose with MHSLA memorabilia for pictures.

Mary Hanson asked about the Librarian of the Year award. This will be pursued.

There was a discussion of the non-participation of UPHSLC. How should this be handled? Mary Hanson will look through the Bylaws to find out how we can address

this. Because they are an official regional group, they have an effect on our quorum. Janet Zimmerman will also pursue the issue.

Adjournment

Doris Blauet moved and Mary Fitzpatrick seconded to adjourn the Board meeting at 12:20 p.m. Motion carried. A special thank you to Mary Fitzpatrick for help with the note taking.