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**Executive Board Meeting Minutes
Michigan Health Sciences Libraries Association
November 21, 2006
10:00 a.m. at the Michigan Library Consortium**

Board Members:

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

Voting Members Absent: Linda Winslow, UPHSLC;

Quorum Present? Yes

Non-Voting Members Present: Mary Hanson, Bylaws; Mel Moss, Group Purchasing and Resource Sharing; Mel Bednarski, '07 Education; Mary Fitzpatrick, '07 Local Arrangements; Yvonne Boudreau, '06 Education; Gale Oren, Membership; Doris Blauet, Nominating;. Jennifer Barlow,

Non-Voting Members Absent: Maureen Watson, Archives; Diane LeBar, Audit; Misa Mi, Research; Carole Gilbert, 08 Education Committee; Sandra Martin, '08 Local Arrangements; Barbara Platts GRM Regional Council.

**Proceedings:
Motions are indicated in bold.**

Agenda Item	Summary of discussion	Action or Assignment
1. Call to Order	President Patricia Martin called the meeting to order at 10:00 a.m.	
2. President's Remarks Patricia	President Martin stated that she would edit the phone tree.	

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Martin		
3. Approval of Minutes Mary Frances Cox	<p>Mary Frances Cox submitted the minutes from the September 19, 2006 Board meeting. There were no additions or corrections.</p> <p>Doris Blauet moved that the minutes from the September 19, 2006 Board meeting be approved. Marilyn Kostrzewski seconded the motion. Motion carried.</p>	<p>The September 19, 2006 Minutes of the MHSLA Board Meeting will be posted on the website.</p>
4. Archivist's Report Maureen Watson	<p>Maureen Watson was absent. Patricia Martin read her report.</p> <p>The poster session at the annual meeting was a success with lots of people stopping by to look at the poster and pictures from past conferences. With the help of Mary Hanson, pictures were taken that will form the poster for the meeting in 2007.</p> <p>Please keep sending me materials you think belong in the archives.</p>	
5. Treasurer's Report Patricia Vinson	<p>Patricia Vinson could not communicate with Marilyn Dow. Patricia Martin read the following report submitted by Marilyn Dow.</p> <p style="text-align: center;">MHSLA Treasurer's Report</p>	

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	Board Lunch	\$134.00
	Board teleconference fees	\$220.92
	Conference 2006	
	Kellogg Hotel & Conference center	\$13,830.21
	Special event [catering and wine]	\$2,630.00
	Transportation	\$434.00
	Messenger bags	\$888.00
	Registration refunds	\$650.00
	Entertainment	\$900.00
	MLA CE certification renewal	\$75.00
	Honoraria	\$550.00
	Speakers	\$6,838.86
	Local arrangements misc	\$142.11
	Scholarships	\$205.69
	Conference 2007	
	Overdue Media deposit [Speakers]	\$1,250.00
	Special event deposit [Delta College]	\$25.00
	Promotional items	\$176.88
		\$29,600.67
		-
	<i>Income less expenses</i>	<i>\$17,653.67</i>
	Beginning checking account balance	
	from 7/18/06 treasurer's report	\$40,095.30
		-
	Income less expenses	\$17,653.67
	Ending checking account balance	\$22,441.63

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	<p>Certificate of Deposit \$15,000.00</p> <p>MLC Deposit account \$13,679.41</p> <p>Total assets as of 11/16/2006 \$51,121.04</p> <p>Respectfully submitted</p> <p>Marilyn Dow MHSLA Treasurer</p> <p>Doris Blauet moved that the Treasurer's Report be approved. Marilyn Kostrzewski seconded the motion. Motion carried.</p>	<p>The treasurer's report will be placed on file for future audit.</p>
<p>6. Audit</p> <p>Diane LaBar</p>	<p>Diane LaBar was not present. She submitted the following report.</p> <p>Diane will meet with outgoing Audit Committee chair, Joan Emahiser, on November 30. The next audit will be conducted prior to the March MHSLA boardmeeting, per the Audit Committee charge.</p>	
<p>7. Registration Report</p>	<p>Patricia Martin read the report.</p> <p><u>Conference 2006 Registration deposits</u></p>	

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	\$18,347.00	
8. Bylaws Mary Hanson	Mary Hanson reported that the revised Bylaws now are posted on the website.	
9. Conference Planning Mary Fitzpatrick	Mary Fitzpatrick submitted a report. The date is set for a special event at a special location. The 2007 Local Arrangements Conference Planning Committee will meet after the first of the year. The special event is within walking distance of the conference center. Members will be able to visit the Bay City Planetarium and have an off-site gourmet dinner.	
10. Education Mel Bednarski 2007	Organization of the Education committee is moving along. Yvonne Boudreau will send materials to Mel.	
11. Membership Gale Oren	New Chair Gale Oren introduced herself.	
12. Nominating Committee Doris Blauet	New chair Doris Blauet introduced herself.	
13. Publication Committee Arlene Weismantel	Arlene Weismantel submitted a report listing the deadlines for the MHS LA Newsletter. 12-15-2006 This issue traditionally has highlights of the Fall Conference. 4-15-2007 8-1-2007 This issue is usually devoted to promoting the Fall Conference.	

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	<p>Committees are expected to submit reports by the above deadlines.</p> <p>A discussion of the relevance of the Newsletter ensued.</p>	
<p>14. Research</p> <p>Misa Mi</p>	<p>New Chairman Misa Mi was not present Patricia Martin read her report.</p> <p><i>This report has been submitted for information purposes; no action is required from the Board.</i></p> <p>The MHSLA Research Committee has successfully formed:</p> <p>Members: Allison Grodzinsk Marge Kars Marie-Lise Shams Sandy Swanson</p> <p>Chair: Misa Mi</p> <p>The Committee plans to submit a budget for one year subscription to the online survey tool—SurveyMonkey (\$200).</p> <p>To promote health science librarianship, to encourage research in the field, and to prove the worth and value of library services/education/outreach programs, the committee proposes that a research award be established for posters presented at the MHSLA annual conference. First, second, and third place awarded (bookstore gift certificates of \$100, \$50, \$25, and award certificates).</p> <p>To promote MHSLA and encourage members to share research, knowledge, and success stories, the committee proposes that a collection or list of members' recent publications (journal/book publications) be created and loaded on the MHSLA website.</p> <p>The Committee is in process of brainstorming and reviewing topics/issues for research projects. Further information about possible research projects will follow when available.</p> <p>Michael Simmons stated that if a survey on Survey Monkey is not well designed and problems occur. It is difficult to manipulate the data from the Fall Conference survey. Maintaining anonymity is also a problem. A discussion of the merits of Survey Monkey ensued. Survey Monkey could be used for member voting if problems of anonymity and multiple voting could be solved.</p>	

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	Patricia Martin will send survey Monkey information to Misa Mi and the issue will be discussed at the next meeting.	
15. Resource Sharing and Group Purchasing Melba Moss	<p>President Patricia Martin welcomed new chair Melba Moss. Deborah Adams will continue in group purchasing.</p> <p>MHSLA RESOURCE SHARING REPORT Submitted by Jennifer Barlow, outgoing Chair For Transitional Board Meeting 11/21/06</p> <p style="text-align: center;">MISHULS</p> <p>Since we last met, the MISHULS directory was completed, except for the preface page which I still need to write. It will simply say where & when I got the data for the report (from SERHOLD, July-August 2006) and note anything else about the report worth mentioning. The MISHULS files have been mounted on MHSLA's web site in PDF format in the members-only area.</p> <p>I revised the MISHULS process a bit; instead of manipulating the data in Access and then exporting into Word for formatting, I formatted the report in Access. I set it up to eliminate widow/orphan page breaks. This saved me a lot of time, but did result in a longer document – the union list is 572 pages. On the up side, we'll only need to print it out once every two years, if we stick to the new biannual production schedule for MISHULS.</p> <p style="text-align: center;">DOCLINE</p> <p>The five charging libraries (Spectrum, Hurley, Henry Ford, Children's, and Grand Valley) have been removed from DOCLINE's MHSLA group. I sent a message to our discussion list to let members know they can use the MHSLA group in routing tables without worrying about incurring charges for ILLs. We will want to listen for feedback on this change to make sure it works out as we hope it will.</p> <p style="text-align: center;">Handing Over the Reins</p> <p>Melba Moss and I have been in touch about the work lined up for Resource Sharing this year. Establishing a working procedure for the sharing of NLM duplicate books is one thing that needs to get done.</p> <p>Group Purchasing</p> <p>It is more cost effective to purchase books that are published every 4</p>	

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	<p>to 5 years rather than purchasing online subscriptions. Melba approached Robert Morrisey of Ovid about options for individual libraries and she will have more details later.</p> <p>Resource Sharing</p> <p>Interlibrary loan statistics from DOCLINE have too many variables to be valid. The Board agreed to ask Sandra Swanson, who compiles net lender reports, for her opinion on whether to continue using DOCLINE ILL statistics</p> <p>Complaints about the large number of fax requests from Foote Hospital Library. The person in charge of their library is inexperienced and not a MHSLA member. Members suggested that the Foote librarian be invited to join MHSLA and attempts should be made to mentor him. The group consensus is that those who feel Foote is making too many requests should not fill ILL requests from Foote.</p> <p>Melba Moss suggested a mentoring program so small libraries can learn to use PubMed LinkOut. She suggested workshops at the Fall Conference. Mary Fitzpatrick suggested workshops at a university during Michigan’s clement window between snow and orange barrels.</p>	<p>. The Board agreed to present the suggestions to the Education Committee</p>
<p>16. Technology</p> <p>Michael Simmons</p>	<p>Michael Simmons has returned as chairman of the Technology Committee.</p> <p>Michael will continue with his technology primary goal of – the relocation of our web host. He wants to replace the current video link with Munson. Yvonne Boudreau reported that Munson has upgraded its technology. There are no more line charges for Munson’s video link. The video link is wireless as of November 16, 2006. The new link is more reliable and provides a clearer image and voice with no static. This might be a solution to Upper Peninsula attendance.</p>	<p>The board will consult with Jennifer Barlow about her efforts to involve the Upper Peninsula.</p>
	<p>The Standing Committee Reports conclude here.</p>	
<p>17. ERHSLA</p> <p>Mary Fitzpatrick</p>	<p>Mary Fitzpatrick report ERHSLA is working on getting things together.</p>	<p>.</p>

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<p>18. GMR</p> <p>Barbara Platts</p>	<p>Barbara Platts was absent Patricia Martin submitted her report.</p> <p style="text-align: center;">NN/LM GMR Funding Opportunities</p> <p>Three types of <i>subcontracts</i> are available at two funding levels, \$40,000 and \$12,000. The GMR recently reviewed funding requests for one <i>public health</i> proposal, one <i>consumer health</i> proposal, and <i>two health disparities</i> proposals. Proposals are evaluated on identified need, target audience, methodology and technical approach, experience of proposal personnel, and support from participating facilities. A second round of applications will be accepted on November 1, 2006, and if funds are available, a third round will be accepted on March 1, 2007.</p> <p>Other funding opportunities include exhibit awards, outreach express awards, professional development awards, and technical improvement awards. More information can be found at: http://nnlm.gov/gmr/funding/</p> <p>GMR CALENDAR OF UPCOMING EVENTS</p> <p>Exhibiting at the Radiological Society of North America (RSNA) 12-1-06</p> <p>"Strengthening Professionalism" GMR will be exhibiting and teaching PubMed. Location: Chicago, IL</p> <p>Exhibiting at the Society of Teachers of Family Medicine (STFM) 4-29-07</p> <p>To volunteer contact: Holly Burt at 312-996-8480 haburt@uic.edu Location: Chicago, IL</p> <p>NTCC Class - PubMed 4-30-07</p> <p>Full-day class designed to teach students how to use PubMed. The class includes an overview of MeSH. This is a free class and offers 7.5 MLA CEU's. Class Agenda</p> <p>For details on this class visit: http://nnlm.gov/ntcc/regions.html#Greater Location: Ann Arbor, MI</p> <p>NTCC Class - Gateway/Clinical Trials 5-1-07</p> <p>Half-day class designed to teach students how to use the NLM Gateway and includes a demonstration of</p>	
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	<p>ClinicalTrials.gov. This is a free class and offers 3.5 MLA CEU's. <u>Class Agenda</u> For details on this class visit: <u>http://nmlm.gov/ntcc/regions.html#Greater</u> Location: Ann Arbor, MI</p> <p>Exhibiting at the American Academy of Nurse Practitioners (AANP) 6-24-07</p> <p>Location: Indianapolis, IN</p> <p>Meeting: Midwest/MHSLA MLA Conference 10-21-08</p> <p>Midwest/MHSLA MLA Conference - Add this to your calendar today! Location: Troy, MI</p> <p>Each month, the GMR highlights an NLM product or service. <u>ToxMystery</u> is a new interactive learning site for 7-10 year old kids. It provides a fun, game-like experience while introducing potential environmental health hazards sometimes found in the home.</p>	
<p>19. MDMLG</p> <p>Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski submitted a report.</p> <ul style="list-style-type: none">• There has been no General Meeting since our last Board Meeting. Following is information from Nov. 16 Board Meeting.• Alexia Estabrook experimented with blogging from the MHSLA conference in Lansing. Was appreciated by those not able to attend.• Diana Balint, Past President, is completing an application for an ALA/APA award for outstanding achievement in promoting salaries and status for library workers provided by SirsiDynix. MDMLG is allowed to apply as a group.• Treasurer Reported \$16, 891.20 for present funds.• Membership: total of 88 members• Public Relations will now add Job Bank openings and member accomplishments to the blog in addition to the web page.• 2 boxes of archival material sent to Reuther Archives. Electronic archival materials recommendations pending.• Newsletter available online Nov. 16.• The Professional Development Committee has a new	

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	<p>chairperson, Toni Janik. Upcoming programs include:</p> <ul style="list-style-type: none"> • April 3, 2007, at the Troy Marriott 6 hour program for 8 CE credits. Jonathan Eldridge: Evidence Based Library and Information Practice. Includes 2 hours of preparatory reading. Cost: \$30 members \$95 non-members Class size limited to 50 people. Includes continental breakfast, lunch and two breaks. • July 26, 2007 @ Wayne State University Shiffman Medical Library Lab M. GMR speaker. 9:00 – Noon: Docline 3.0 1:00 – 5:00 Pub Med Basics Class size limited to 30 people. Lunch included. • Program Committee: Thursday, November 30, 2006 @ St. Joseph Oakland, Pontiac Lunch’Nlearn by New England Journal of Medicine Program: Challenges and Choices in the Changing Journal Market/Panel Discussion. • Thursday, March 15, 2007 @ Detroit Public Library Changing the Face of Medicine Exhibit Program: New Developments in Inventory Methods & Control • June 2007 Summer Luncheon TBD • Thursday, September 20, 2007 @ Oakwood Dearborn. Lunch’NLearn by Checkpoint Security Systems Program: Library Security Issues • MDMLG web page has new links to pertinent websites as wells as blog. <p>Organization is investigating the use of credit card payment. Will trial PayPal for the upcoming CE before using for dues, etc.</p>	
<p>20. MMHSL</p> <p>Michael Simmons</p>	<p>Michael Simmons submitted a report.</p>	
<p>21. NMHSLA</p> <p>Chris Allen</p>	<p>Chris Allen submitted a report.</p> <p>Northern Michigan Hospital, Petoskey Anne Foster no report</p> <p>Mercy Hospital, Cadillac Kim Benz reports we are starting up our "Monster Cigarette" smoking prevention program for 4th grade students and our "Alveoli</p>	

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Adventure" smoking prevention program for 5th grade students. Also will start updating our department's web pages. Year end reports will be done for the CME committee, Library Committee and the AHA.

Mercy Hospital, Grayling
Kay Petrie –no report

Paul Oliver Memorial Hospital
The Caregiver Resource Center & Library is currently in a state of transition

West Shore Medical Center
Brenda Jay no report

Munson Medical Center Health Sciences Library

Barb Platts reports that the Department of Library Services is participating in an NLM grant for the use of Infobuttons and how they improve information access for physician order entry. The principle investigator is Jim Cimino, from Columbia University's Biomedical Informatics Department.

The Library is the health system liaison for Sg2, a healthcare intelligence consulting firm. Sg2 provides innovative solutions focused on clinical outcomes, technology, planning, decision support, market share growth, and cost leadership. Sg2 is replacing the Advisory Board as the tool of choice for Munson Administration.

The department is participating in a regional northern Michigan diabetes initiative. The libraries will provide support and outreach to clinical providers, public libraries, and the community.

Munson recently hosted the MLA webcast on emerging technologies.

Munson Medical Center Community Health Library
Chris Allen reports Fall has been busy with many outreach presentations to community and support groups about the services of the Munson Community Health Library and how to successfully search for credible health information. We've put on several community programs, including Antibiotics and You from the Michigan Public Health Initiative, Menopause Update and ADHD. The staff hosted the author of Traverse City Reads in early November. Elva Trevino Hart wrote Barefoot Heart: Stories of a Migrant Child about her family life as a child of migrant parents. This book was well received by the community this year. Staff are also involved in working on a collaborative Diabetes Initiative with Priority Health and TIPDON.

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<p>22. UPHSLC</p> <p>Linda Winslow</p>	<p>No report.</p>	
<p>23. WMHSLA</p> <p>Brett Powers</p>	<p>Brett Powers submitted a report.</p> <p>WMHSLA group met on November 8th at the Lacks Cancer Center at Saint Mary's.</p> <p>Those WMHSLA members who went to the MHSLA annual conference gave a brief recap of presentations and other events they attended.</p> <p>Then WMHSLA hosted the MLA web cast- Moving at the Speed of Byte: Emerging Technologies for Information Management -that same afternoon. We had 18 attendees at this web cast. Besides the WMHSLA members, there were many SLA members in attendance as well.</p>	
<p>24. Old Business: Strategic Planning</p>	<p>Mary Fitzpatrick stated that the Strategic Plan needs to be integrated into reports. Marilyn Kostrzewski thought that the Strategic Plan should be reviewed every 3rd or 4th meeting.</p> <p>A discussion about the appropriate Board response to questions from the Fall Conference Survey. Eliminating questions about food and limiting questions to education would improve the Board's ability to respond appropriately.</p> <p>Patricia Martin suggested that the Newsletter be used to educate the membership, reiterate the strategic plan, and respond to comments. Arlene Weismantel stated that since no one wishes to contribute articles or information to the newsletter, the Board should consider dropping the Newsletter. Arlene suggested setting up a blog to disseminate the Newsletter. Listserv is seldom used blogs are newer technology and there is more interest in using them.</p> <p>Michael Simmons moved and Doris Blauet seconded a motion to pay \$20.00 for a professional membership in Survey Monkey for 30 days so that all members will be able to see survey results. The motion was approved unanimously.</p>	
<p>25. New Business:</p>	<p>Patricia Martin requested that the committees submit budgets for the new year to Patricia Vinson.</p>	

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Patricia Martin	<p>The president also asked for suggestions about the Outreach and Advocacy Committee to be sent to her.</p> <p>She announced that Sandra Swanson is a member of the MeLCat Policy Committee. It is important that MHSLA members should be on the Committee to represent the 2 MHSLA members who are stepping down.</p>	
26. Adjournment Doris Blauet	<p>Doris Blauet moved to adjourn the Board Meeting at 12:15 p.m. Marilyn Kostrzewski seconded the motion. Motion passed.</p>	