



**Executive Board Meeting Minutes
Michigan Health Sciences Libraries Association
July 18, 2006
10:00 a.m. at the Michigan Library Consortium**

Board Members:

Voting Members Present: Arlene Weismantel, President; Patricia Martin, President-Elect; Judy Schroeder, Secretary; Jennifer Barlow, Immediate Past President; Marilyn Kostrzewski, MDMLG; Michael Simmons, MMHSL; Mary Fitzpatrick, ERHSLA; Eleanor Lopez, WMHSLA

Voting Members Absent: Barbara Platts, ERHSLA; Chris Allen, NMHSLA; Marilyn Dow, Treasurer; Linda Winslow, UPHSLC

Quorum Present? Yes

Non-Voting Members Present: Mary Hanson, Bylaws; Patricia Martin, Conference Planning; Jennifer Barlow, Group Purchasing and Resource Sharing; Michael Simmons, 2006 Local Arrangements; Maureen Watson, Archivist; Joan Emahiser, Audit; Michael Simmons, 2006 Local Arrangements; Susan Kendall, Membership

Non-Voting Members Absent: Ellen O'Donnell, 2008 Conference Coordinator; Lea Ann McGaugh, Nominating; Jaime Blanck, Publications; Valeria Long, Technology; Barbara Platts, GMR Regional Council; Sandra Martin, 2008 Local Arrangements; Yvonne Boudreau, 2006 Education; Alison Fountain, Research

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

Agenda Item	Summary of discussion	Action or Assignment
1. Call to Order	Arlene Weismantel called the meeting to order at 10:00 a.m.	
2. President's Remarks Arlene Weismantel	Arlene Weismantel stated that she will be forwarding a copy of Yvonne Boudreau's and Eleanor Lopez's reports to all the Board members. She also stated that the main item of new business	

	will be Michael Simmons discussing our different hosting options as the GMR will no longer be able to host the website.	
3. Approval of Minutes Judy Schroeder	Arlene Weismantel submitted the Minutes from the May 16, 2006 Board meeting. Corrections included updating the voting and nonvoting members list, clarification of which members seconded which motions, and spelling corrections. Arlene Weismantel moved that the corrected minutes from the May 16, 2006 Board meeting be approved. Marilyn Kostrzewski seconded the motion. Motion carried.	The Minutes will be posted on the MHSLA Website.
4. Archivist's Report Maureen Watson	Maureen Watson submitted a report stating that she is presenting a poster at the annual conference titled "Show Me the Money: MHSLA Treasurers," which will feature the people who have served as treasurer from 1977 to the present. She has also ordered some more folders for the archives that are acid-free. These should be received soon and will replace older folders. She requested that everyone continue sending her materials they think belong in the archives. Discussion ensued regarding directory binders and conference bags. Maureen stated that directory binders were unnecessary and taking photographs of the bags for the archives was considered.	
5. Treasurer's Report Marilyn Dow	Marilyn Dow submitted a treasury report. <p style="text-align: center;">MHSLA Treasurer's Report</p>	

	<table> <tr><td>Publications Committee; software</td><td>\$188.68</td></tr> <tr><td>Ballot slate mailing</td><td>\$15.94</td></tr> <tr><td>Board Lunch</td><td>\$75.00</td></tr> <tr><td>Board teleconference fees</td><td>\$46.66</td></tr> <tr><td>Conference 2006</td><td></td></tr> <tr><td> Logo design</td><td>\$250.00</td></tr> <tr><td> Presenter C.E fee</td><td>\$75.00</td></tr> <tr><td><i>Expenses total</i></td><td><i>\$651.28</i></td></tr> <tr><td><i>Income less expenses</i></td><td><i>\$2,683.72</i></td></tr> <tr><td>Beginning checking account balance</td><td></td></tr> <tr><td>from 5/15/06 treasurer's report</td><td>\$28,912.26</td></tr> <tr><td>Income less expenses</td><td>\$2,683.72</td></tr> <tr><td>Ending checking account balance</td><td>\$31,595.98</td></tr> <tr><td>Certificate of Deposit</td><td>\$15,000.00</td></tr> <tr><td>MLC Deposit account</td><td>\$13,679.41</td></tr> <tr><td>Total assets as of 07/18/2006</td><td>\$60,275.39</td></tr> </table> <p>Jennifer Barlow stated that she received a letter from MLA regarding an offer to process credit cards in partnership with a vendor. The letter was given to Michael Simmons as it appears to be a technology issue.</p>	Publications Committee; software	\$188.68	Ballot slate mailing	\$15.94	Board Lunch	\$75.00	Board teleconference fees	\$46.66	Conference 2006		Logo design	\$250.00	Presenter C.E fee	\$75.00	<i>Expenses total</i>	<i>\$651.28</i>	<i>Income less expenses</i>	<i>\$2,683.72</i>	Beginning checking account balance		from 5/15/06 treasurer's report	\$28,912.26	Income less expenses	\$2,683.72	Ending checking account balance	\$31,595.98	Certificate of Deposit	\$15,000.00	MLC Deposit account	\$13,679.41	Total assets as of 07/18/2006	\$60,275.39	
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<p>6. Audit</p> <p>Joan Emahiser</p>	<p>Arlene Weismantel extended her personal thanks to Joan Emahiser for auditing last year's conference and for doing the tremendous amount of detailed work which the project required.</p>																																	
<p>7. Bylaws</p> <p>Mary Hanson</p>	<p>Mary Hanson submitted a report.</p> <p>During this past year there has been discussion concerning the timing of the activities of the Education Committee, the Conference Planning Committee and the Local Arrangements Committee. The composition of these committees is also a concern. Securing speakers and hotels requires much earlier planning than we have been accustomed to doing. This is actually happening this year since the Lansing Conference Committee members are working on the conference for this</p>																																	

fall; the Flint Conference Committee members are working on 2007, plus the Detroit Conference Committee members are working on the 2008 conference, which is a combined affair with Midwest.

Arlene Weismantel has proposed the following to replace the current Article VII, Section D, 3 of the Bylaws:

ARTICLE VII

D 3

Conference Planning Committees

- a. The President-elect shall serve as Conference Coordinator for the year he or she holds office. This includes oversight of all Conference Planning Committees that are currently active.
- b. There will normally be two active Conference Planning Committees, one for the current year and one for the following year.
- c. The Conference Planning Committees shall consist of the Conference Coordinator and the Chairs of the Education Committees and Local Arrangements Committees.
- d. The Conference Planning Committees shall be responsible for planning the Annual Education Conferences.
- e. The President-elect, with Executive Board approval, shall designate the chairs of the Education and Local Arrangements Committees for the year following his or her term of office.
- f. The Chairs of the Education and Local Arrangements Committees for the current year are expected to attend MHSLA Board Meetings to report on activities.
- g. The Chairs of the Education and Local Arrangements Committees for the following year are expected to submit written progress reports to the Board in advance of each Executive Board Meeting. Attendance at Board meetings is welcomed but not required.

The current bylaws language, more or less, consists of a, c, and d.

After some lengthy telephone conversations and numerous e-mails, the Bylaws Committee decided that while these are certainly valid concerns and suggestions, they are largely procedural issues that do not require revisions to the Bylaws.

Specifically:

- Attendance and reporting to the Executive Board are generally addressed in VII 1 B.
- Coordination of the Education Committee with the Local Arrangements Committee is the responsibility of the Conference Coordinator, the President Elect. The procedural manual could suggest that at least one individual overlap between the Education and Local Arrangements committees. Or, another approach would be to specify in the Bylaws that the Education chair is an ex-officio member of Local Arrangements and vice versa.
- Two Education Committees at the same time is not a good idea, but the issue of needing to start planning (including education) more than 1 year in advance should be addressed. One option could be to have two-year terms, with staggered appointments. Part of the committee could focus on the succeeding year's activities, which would provide more continuity in educational offerings plus the potential for reducing rework while investigating speakers.

We need more time to investigate this particular item. Other organizations obviously have the same issues, but some quick checks of their bylaws didn't provide any insight. For instance, the MLA does not appear to address the issue at all in the Bylaws.

Discussion ensued regarding two-year terms, staggered appointments to committees, chairs of Education and Local Arrangements as ex-officio members of each committee to facilitate communication, the necessity of planning events further in advance, and the possibility of emulating MLA's conference planning. Arlene Weismantel stated that Local Arrangements takes the lead on most conferences and begins the planning process

	<p>ahead of time. She suggested that the best thing to do might be for the President-Elect to touch base with that local group and initiate discussion of selecting the Education chair. Further discussion included emphasizing the importance of communication, the possibility of making the chairs of Education and Local Arrangements members of each other's meetings, expectations regarding meeting attendance, potential travel reimbursement, and using technology to overcome travel concerns.</p> <p>Arlene Weismantel requested that, at the next Board meeting, Mary Hanson provide the specific changes to the bylaws that would be necessary to implement these changes.</p>	<p>Mary Hanson will provide recommendations regarding specific changes to the bylaws that would be necessary to implement these changes.</p>
<p>8. Conference Planning</p> <p>Pat Martin</p>	<p>Pat Martin stated that she looks forward to Mary Hanson's recommendations and agrees that most changes will be procedural rather than to the bylaws. She also stated that we should take a closer look at technology.</p>	
<p>9. Local Arrangements</p> <p>Mike Simmons, 2006</p>	<p>Michael Simmons stated that everything is really falling into place. Planning of meals is complete, and there will be a meeting this coming Friday with Paul Trudell, our contact at the Kellogg Center.</p>	
<p>10. Education</p> <p>Yvonne Boudreau, 2006</p>	<p>Yvonne Boudreau submitted a report stating that the Education Committee reports the following activities:</p> <ul style="list-style-type: none"> • All educational programming/scheduling has been finalized. • Speaker Letters of Agreement have been sent to speakers (12 total). • AV needs of the various speakers are being assessed. • Rooms, flights, and other transportation issues are being secured for the speakers. • Student Scholarship announcements have been sent to various listservs - 18 applicants have submitted their names for consideration of candidacy. • Joan Emahiser reports that 8 people will be 	

submitting posters at Conference.

The following report has been submitted to the Education Committee by Brett Powers, who handled the Spring Support Staff CE Course.

Support Staff Continuing Education Class Report - May 2006

On May 10th, 2006 a class for the support staff on using Ovid was held at the Park Library at Central Michigan University. The class was from 10am until 3pm. The instructor was Anne Gervais, an Ovid trainer. The Michigan Ovid representative, Robert Morrissey, was also present. 13 people had registered; 11 were able to make it.

Advertising - A press release was designed and the class was advertised on the MHSLA listserv. A notice was also placed on the MHSLA web site.

Cost - The class was free, courtesy of Ovid. Ovid also provided everyone with lunch.

Location - The location seemed to work fairly well. It was centrally located in the state. Participates came from Cadillac, Detroit, Grand Rapids, Midland, Saginaw, Southland, and Traverse City.

Evaluation - There were some logistical problems, for example with parking at the class, and getting lunch delivered to the location. Since there was not a MHSLA member at the host library, coordinating these logistics was harder. In the future, it might be easier if the class was held at a MHSLA member institution, or at the Michigan Library Consortium.

Participants filled out an evaluation form. When asked if the classroom and facility were conducive to learning, 88% agreed it was. When asked if the class meet their expectations, 75% agreed it did.

Michael Simmons stated that, to address vendors' complaints about not getting enough contact time with attendees, vendors and posters will be in the

	<p>main room, the Lincoln Room. In an effort to create an environment in which they are welcome among us, vendors and posters will be set up around the perimeter of the room during times when we have speakers. Vendors will not, however, be encouraged to engage attendees during the speakers' speeches or during classes.</p> <p>Michael Simmons also stated that he is trying to get the registration forms and conference information up on the website, but has had some trouble doing so. The registration forms may need to be updated prior to being posted on the website.</p>	
<p>11. Conference Coordinator</p> <p>Ellen O'Donnell, 2008</p>	No report.	
<p>12. Membership</p> <p>Susan Kendall</p>	<p>Susan Kendall reminded the Board that the membership database changes constantly as new members are added or address changes are made. She also stated that the membership directory and the membership database are not the same thing; there is some feeling that the directory and the database should be the same thing, but the database does not directly feed into the MHSLA website.</p>	
<p>13. Nominating Committee</p> <p>Lea Ann McGaugh</p>	<p>Lea Ann McGaugh submitted a report stating that the Secretary mailed the slate and accompanying documents to the membership on May 24th. E-mail was sent to the MHSLA list serve on July 7th giving the rules and timeline for nominating additional candidates by petition. This procedure was also included on the mailed document that listed the slate.</p> <p>The ballot has been formulated and is being forwarded via e-mail to all Board members for their review and approval at the July 18th Board meeting. A copy of the documentation for the candidates is also being forwarded via e-mail.</p> <p>Ballots should be mailed no later than September 4th, must be postmarked by September 27th, and</p>	

	<p>counted by October 8th.</p> <p>2006 OFFICIAL MHSLA BALLOT</p> <p><u>President Elect:</u> (select one)</p> <p><input type="checkbox"/> Janet Zimmerman <input type="checkbox"/> Write-in option: _____</p> <p><u>Treasurer:</u> (select one)</p> <p><input type="checkbox"/> Sandy Howe <input type="checkbox"/> Pat Vinson <input type="checkbox"/> Write-in option: _____</p> <p><u>Nominating Committee:</u> (select three) The candidate receiving the most votes will function as the Committee Chair.</p> <p><input type="checkbox"/> Leslie Behm <input type="checkbox"/> Doris Blauet <input type="checkbox"/> Mary Cox <input type="checkbox"/> Robin Terebelo <input type="checkbox"/> Linda Winslow <input type="checkbox"/> Write-in option: _____</p> <p>BALLOTS MUST BE POSTMARKED BY SEPTEMBER 27TH, 2006.</p> <p><u>Return Ballots in the envelope provided to the Nominating Committee Chair:</u></p> <p>Lea Ann McGaugh, Ph.D. McLaren Regional Medical Center Medical Library 401 S. Ballenger Hwy Flint MI 48532</p>	
<p>14. Publications Committee</p> <p>Jaime Blanck</p>	<p>Jaime Blanck submitted a report stating that the spring issue of the <i>MHSLA News</i> went out to the membership June 5th, a week late. All change requests for the membership directory were implemented; the membership directory is</p>	

	<p>current as of June 15th, 2006. No more updates will be made to the directory until next year's directory is published.</p> <p>Submissions for the fall issue of the <i>MHSLA News</i> will be due no later than August 21st.</p> <p>The fall issue of the <i>MHSLA News</i> will be published no later than mid-September and will feature articles about the upcoming annual education conference.</p> <p>A survey of the membership's reaction to the change to an electronic-only newsletter will take place in August. Results will be available at the next board meeting.</p> <p>Michael Simmons continues to update the MHSLA Web site and the Board and General Membership electronic discussion lists.</p> <p>Arlene Weismantel stated that when she updated the membership directory, every year in the spring she would take Susan Kendall's membership database and export it into Word or Adobe InDesign to make the directory. She would insert any changes Susan Kendall provided via email into the document. Discussion ensued on the expectation of continuous updates and loading the database directly onto the MHSLA website. Arlene Weismantel stated that she will inform Jaime Blanck that the Board does expect continuous updates to the membership directory.</p>	<p>Arlene Weismantel will inform Jaime Blanck that the Board does expect continuous updates to the membership directory.</p>
<p>15. Research Alison Fountain</p>	<p>Alison Fountain stated that she has a draft of the survey, but because Valeria Long has been unable to work on it with her, Alison has not been able to continue working on it. She has contacted Jennifer Barlow to discuss the survey from a Resource Sharing perspective. Her goal is to get the survey out by the end of August to individual members and to one representative from each institution. She hopes to get the survey back by the end of August and have preliminary data ready for the September board meeting.</p>	

<p>16. Resource Sharing and Group Purchasing</p> <p>Jennifer Barlow</p>	<p>Jennifer Barlow submitted a report.</p> <p>Resource Sharing</p> <p>Jennifer posted a message in May to the MHSLA discussion list proposing that MHSLA members agree to provide interlibrary loans to each other free of charge. If we all agreed to do reciprocal free ILLs, we could leverage the new functionality of DOCLINE and use DOCLINE’s MHSLA group in our routing tables without worrying about incurring charges.</p> <p>There was strong positive response from many libraries that already share for free, but concern expressed by the handful of libraries that charge other MHSLA members. Currently they are Spectrum, Henry Ford, Children’s, Hurley, and Grand Valley.</p> <p>The MHSLA DOCLINE group is the source of data for MISHULS, so changes made to the group would affect the union listing of serials. We are searching for a solution that will accomplish two goals:</p> <ol style="list-style-type: none"> 1. Use MHSLA’s DOCLINE group in routing tables for free reciprocal ILLs. 2. Produce a complete MISHULS listing with all MHSLA members included except UM, MSU and WSU. <p>So far, the best option seems to be to leave charging libraries out of the DOCLINE group, but add them into MISHULS for production of the list. This could be done without too much trouble if charging libraries would be willing to supply electronic copies of their records downloaded from DOCLINE.</p> <p>Discussion ensued on cells, routing tables, GMR’s rules, approval delays, and the approximate cost of interlibrary lending at various institutions.</p> <p>Other Resource Sharing issues include discontinuation of the collection of ILL statistical reports as the reports are not especially meaningful,</p>	<p>Jennifer Barlow will investigate GMR’s rules for routing table approval.</p>
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	<p>and the weeding of out-of-date health titles that have been added to Net Library.</p> <p>Group Purchasing Sandy Swanson has contacted Stat!Ref subscribers asking for input on next year's subscription. We are considering adding new titles to our collection, but there are costs involved. Sandy has expressed her desire to relinquish responsibility for coordinating Stat!Ref, so we need someone new to step up and take over.</p> <p>Three members signed up for the group purchase of Springer journals online, arranged by Mike Simmons. Access to the collection began this month.</p> <p>Diana Mitchell at MLC is coordinating a group purchase to CINAHL via EBSCO Host. Deadline for committing to this purchase was July 14th. CINAHL will be gone from MEL on September 30th.</p>	
<p>17. Technology</p> <p>Valeria Long</p>	<p>No report.</p>	
<p>18. ERHSLA</p> <p>Mary Fitzpatrick</p>	<p>Mary Fitzpatrick stated that ERHSLA is gearing up to start planning 2007. They will be meeting the first week of August at the Doubletree in Bay City. The hotel was built in 2004 near a beautiful park and a nice waterfront area, and there are some nice walkways and a permanently-docked tall ship.</p> <p>She stated that she has some ideas in the works for special events and they have designated who's doing what within the group. Melanie Bednarski is heading the education component; she went to SLA this year and should have some good ideas. Mary also stated that she is working on determining the site's computer access and that the facility is wireless. More information will be available after the August meeting.</p>	
<p>19. GMR</p>	<p>Barbara Platts submitted a report.</p>	

Barbara Platts	<p>NN/LM GMR Funding Opportunities Each year, the GMR funds awards and subcontracts for network members to assist them in conducting outreach and technology projects.</p> <p>For the 2006/2007 contract year, five types of awards will be offered with no fixed deadline. Network members may apply for these awards at any time.</p> <p>Three types of subcontracts are available at two funding levels, \$40,000 and \$12,000. The first deadline for subcontract applications is August 1, 2006. 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>Please refer to the chart on the following page.</p> <p>For more information go to: http://nmlm.gov/gmr/funding/</p> <p>Information on NLM's Distance Education Programs can be found at: http://www.nlm.nih.gov/bsd/dist_edu.html</p> <p>MLA is sponsoring a webcast on November 8, 2006 on the topic of Hot Technologies.</p>	
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Funding Type	Funding Amount	Eligibility	Deadline
Awards			
Exhibit Award RFP	4 @ \$1,500	Full & Affiliate Members	Ongoing
Outreach Express Award RFP	4 @ \$4,900	Full & Affiliate Members	Ongoing
Professional Instruction Award RFP	2 @ \$1,500	Full Members	Ongoing
Professional Development Award RFP	2 @ \$1,000	Full Members	Ongoing
Technology Improvement Award RFP	4 @ \$4,900	Full & Affiliate Members	Ongoing
Subcontracts			
Consumer Health RFP	1 @ \$40,000 2 @ \$12,000	Full & Affiliate Members	August 1, 2006
Public Health RFP	1 @ \$40,000 2 @ \$12,000	Full & Affiliate Members	August 1, 2006
Health Disparities RFP	1 @ \$40,000 2 @ \$12,000	Full & Affiliate Members	August 1, 200
20. MDMLG Marilyn Kostrzewski	Marilyn Kostrzewski submitted a report. <ul style="list-style-type: none"> The annual Summer Luncheon was held in the library of the Cranbrook Institute on June 8th. Delicious entrees and desserts were enjoyed while catching up with colleagues and viewing a presentation on RefWorks. Following the business meeting, a unique presentation on 		

	<p>“Feng Shui for the library” was performed by Dennis Fairchild.</p> <ul style="list-style-type: none"> • The transition meeting for Board members and Committee chairs will take place on Thursday, July 20th at Providence Hospital. • A “sold out” CE presentation will occur on July 25th at Wayne State University Shiffman Medical Library. Bryan Vogh, from the GMR, will address the topic of “Super Searcher: Using Web Search Engines.” • The next MDMLG General Business Meeting will be at University of Michigan Dearborn on September 7th. The program will be a panel discussion concerning current technology pearls such as wiki’s, blogs, RSS, and podcasting. • There may also be a webcast hosted on November 8th at Dearborn. • The 2006 Compensation and Benefits survey is being processed; the date has been extended as not all surveys have been returned yet. 	
<p>21. MMHSL Michael Simmons</p>	<p>Michael Simmons stated that MSU has moved their reference area and circulation desk once again, and that Sparrow library has moved.</p>	
<p>22. NMHSLA 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 they are currently working on the "Let's Get Moving" program. We have had two Ferris intern students that have been working on the program.</p> <p>Our department helped coordinate an Employee Health and Fitness day here at Mercy Hospital on May 17th which was "National Employee Health and Fitness Day". A "Let's Get Moving" booth was available to register employees for the program</p>	

along with information on employee wellness, blood pressure screenings, glucose testing, and healthy nutrition.

A new computer was purchased for the librarian and I am currently making major book purchases for our medical holdings along with purchases for the consumer section of the library. So I will be doing a lot of cataloging soon.

Quite a few CPR classes have been taught by Dawn and me over the last month or two for healthcare providers and the layperson.

I hope to be working with Debbi Sears to start the website training for our department. I hope to have the Medical Library webpage set up soon.

Mercy Hospital, Grayling

Kay Petrie – no report.

Paul Oliver Memorial Hospital

Sherri Dittman – no report.

West Shore Medical Center

Brenda Jay – no report.

Munson Medical Center Health Sciences Library

The Department of Library Services has begun the process of developing an online Health Literacy course for Munson employees. The goal is to have the course be mandatory for all employees.

The department has been asked to be part of a steering committee that will develop a wellness program for Munson Healthcare employees. The program, Health by Choice, focuses on healthy lifestyles. The libraries will provide information and programming to support identified wellness topics for employees.

The Health Sciences Library continues to digitize back issues of journals due to space constraints.

On behalf of the Department of Library Services,

	<p>Barb Platts accepted the Hospital Libraries Section award for Technological Innovation at MLA in Phoenix. The award was given for the department's work in providing access to health information in rural communities within the Munson Healthcare Service area.</p> <p>Munson Medical Center Community Health Library Chris Allen reports that the staff has represented the Library at the Senior Expo and the Parkinson's Summer Forum. Our speaker series hosted a local dermatologist speaking on skin cancer.</p> <p>Camp Healthy Me is planned for July 19th for grades 1-6 where students learn about exercise, nutrition and relaxation. The Library continues to support the Let's Get Moving Northern Michigan Community Initiative. We're also working on an evaluation study and developing a health literacy project with the local Senior Center.</p>	
<p>23. UPHSLC Linda Winslow</p>	<p>No report.</p>	
<p>24. WMHSLA Eleanor Lopez</p>	<p>Eleanor Lopez stated that a nominating committee has been formed to recruit for two open positions for 2007. At the fall meeting they will be electing a President-Elect and a Secretary on November 8, the same day as the webcast because they want to sponsor it.</p> <p>The seminar is "Moving at the Speed of Emerging Technologies for Information Management" and will be held from 2pm to 4pm at St. Mary's Lack's Cancer Center conference room.</p> <p>Maureen Watson stated that Ferris has a new librarian named Alison Scott who is already a MSHSLA member and will be attending the next meeting.</p> <p>Discussion ensued on the lack of information regarding the November 8th webcast, including its absence on MLA's website. Arlene Weismantel</p>	<p>Arlene Weismantel</p>

	<p>stated that MHSLA should pursue sponsoring a few sites within the state, and said that she would try to find out more about doing this.</p>	<p>will investigate the sponsorship of webcasts.</p>
<p>25. Old Business: Strategic Planning</p> <p>Jennifer Barlow</p>	<p>Jennifer Barlow stated that although she presented the Strategic Plan at the last meeting, there had been little response from MHSLA. She stated that the next step was establishing timelines for various items. Many of these items are annual efforts that the incoming President should either do or delegate upon assuming office. The incoming Board should be presented with the Strategic Plan and the plan should be revisited and revised every year as part of the President’s procedures.</p>	
<p>26. Old Business: Moving MHSLA’s website</p> <p>Michael Simmons</p>	<p>Michael Simmons stated that he has been unofficially informed that GMR will stop hosting the MHSLA website. While this change is not yet official, Michael stated that MHSLA should prepare for the change and begin searching for a new host that provides greater interactivity and updates more frequently and consistently. MHSLA has the money to pay for a commercial entity to host our website; a business will feature better tech support, better access for updating purposes, and greater guarantees of uptime. Choices are limitless, options confusing, and there are reviews ad nauseam, but Start Logic, A+ Net, and Network Solutions consistently rate very highly. MSHSLA currently has its domain hosted through Network Solutions. One and One is recommended by GMR’s Brian Bogue.</p> <p>Before selecting a host, MHSLA needs to establish what features it needs, consider costs, and decide whether to use Microsoft Windows or Linux hosting; Microsoft might block access to some users. Greater storage, higher transfer levels, and more features, including the form-builder feature, would cost \$9.99 per month at One and One’s business level using Linux. Currently Dreamweaver is used to edit the webpage; no additional software would be necessary, and virus protection is built-in.</p> <p>Michael Simmons also recommended that we</p>	

	<p>consider using PayPal to accept credit card payments for registration over the website. With a better host, MHSLA could also offer email addresses and a forum. 30-day money-back guarantees are available; prices range from \$2.99 a month to \$17.95 a month. While MHSLA's current host is free, a commercial company will offer greater dependability and more features.</p> <p>Michael Simmons moved that the Publications Committee be assigned the task of identifying a new hosting service for the MHSLA webpage; if the monthly cost of hosting exceeds \$25.00, the Publications Committee will seek Board approval. Jennifer Barlow seconded the motion. Motion carried.</p> <p>Discussion ensued on changing MHSLA's domain name; Arlene Weismantel suggested this issue be pursued further at the next Board meeting.</p> <p>Discussion ensued on an exhibit at the MLA conference in Detroit at the Renaissance Center from October 10th through the 13th. Time and cost considerations were discussed, and the Board agreed that MHSLA is not interested in arranging an exhibit this year. Information regarding such an exhibit will be forwarded to Tammy Mays, Michigan representative of the GMR, so that she can determine if she would like to arrange such an exhibit.</p>	<p>The Publications Committee will identify a new hosting service for the MHSLA webpage.</p> <p>Jennifer Barlow will forward information regarding an exhibit at the October 2006 MLA conference to Tammy Mays.</p>
<p>27. Adjournment Arlene Weismantel</p>	<p>Arlene Weismantel adjourned the Board Meeting at 12:00 p.m.</p>	