



**Executive Board Meeting Minutes
Michigan Health Sciences Libraries Association
May 16, 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; Chris Allen, NMHSLA; John Coffey, MMHSL

Voting Members Absent: Marilyn Dow, Treasurer; Linda Winslow, UPHSLC; Michael Simmons, MMHSL; Mary Fitzpatrick, ERHSLA; Eleanor Lopez, WMHSLA

Quorum Present? Yes

Non-Voting Members Present: Ellen O'Donnell, 2008 Conference Coordinator; Lee Ann McGaugh, Nominating; Mary Hanson, Bylaws; Patricia Martin, Conference Planning; Jaime Blanck, Publications; Jennifer Barlow, Group Purchasing and Resource Sharing; Valeria Long, Technology; Barbara Platts, GMR Regional Council; John Coffey, 2006 Local Arrangements; Sandra Martin, 2008 Local Arrangements

Non-Voting Members Absent: Maureen Watson, Archivist; Joan Emahiser, Audit; Michael Simmons, 2006 Local Arrangements; Yvonne Boudreau, 2006 Education; Susan Kendall, Membership; 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 stated that the primary topics of discussion will be Conference Planning and, pending Jennifer Barlow's arrival, Strategic Plan.	

Arlene Weismantel		
3. Approval of Minutes Judy Schroeder	Judy Schroeder submitted the minutes from the March 21 st , 2006 Board meeting. Corrections included specifying who made and seconded several motions, correcting the list of voting and nonvoting, present and absent members to accurately reflect actual attendance, and data clarification. Judy Schroeder moved that the minutes from the March 21st, 2006 meeting be approved. Jennifer Barlow seconded the motion. Motion carried.	Michael Simmons will post the March 21 st , 2006 meeting minutes on the MHSLA website.
4. Archivist's Report Maureen Watson	Maureen Watson submitted a report stating that there is not much to report for the last few months. The archives are continuing to grow. Make sure that any documents you think are important are sent to Maureen Watson.	
5. Treasurer Marilyn Dow	Marilyn Dow submitted a treasury report. 3/18/2006 to 5/15/2006: Income Membership Dues 2006 \$450.00 <i>Income Total</i> \$450.00 Expenses Publications Committee \$188.68 Conference Mailing \$59.92 Board Lunch \$84.54 Board Teleconference Fees \$116.00 <i>Expenses Total</i> \$333.14 <i>Income Less Expenses</i> \$116.18 Beginning checking account balance from 3/17/06 treasurer's report \$28,795.40 Income Less Expenses \$116.86 Ending checking account balance \$28,912.26 Certificate of Deposit \$15,000.00 MLC Deposit Account \$13,679.41 Total Assets as of 05/15/2006 \$57,591.67	
6. Audit	Joan Emahiser submitted several reports.	

<p>Joan Emahiser</p>	<p>The Audit Committee reviewed the financial records held by the current Treasurer for the fiscal year ending October 31st, 2005. The records included the checkbook and check register, invoices, reimbursement requests and accompanying documentation, treasurer's reports, bank statements, deposit slips and photocopies of checks for the period of November 1st, 2004 through December 31st. An extended review is being completed at the request of the President to reconcile the Local Arrangements report with the Treasurer's report.</p> <p>All deposits, checks, and entries were accurately documented and the account balanced, with the exception of the following:</p> <ul style="list-style-type: none"> • Check 359 lack any documentation. The check was written to Hacker... Bond (\$190.00). <ul style="list-style-type: none"> ✓ Resolution – The Treasurer has documentation. • Check 407 lacks any documentation. The check was written to the Brookside Inn for the 2005 Conference Special Event (\$1,352.00). A note in the register states that "J. Barlow wrote this." <ul style="list-style-type: none"> ✓ Resolution – The check was for the 2005 conference special event. Documentation was sent to the Treasurer. • Check 408 lacks any documentation. The register did not state what this check was for (\$206.00), and just shows that "Jennifer Barlow wrote this." The carbonless copy did not show any information. <ul style="list-style-type: none"> ✓ Resolution – The check was for the printing of MHSLA brochures for the 2005 conference. • Check 409 lacks any documentation. There is not data in the check register, nothing on the carbonless copy, and no notes. <ul style="list-style-type: none"> ✓ Resolution – The check was returned to the Treasurer unused. • There is a Post-It note which states "checks 407, 408 and 409 to Jennifer Barlow on 9-13-05", under which is another note that says "408 & 409 void." Note that check 408 was written and cleared by the bank. <ul style="list-style-type: none"> ✓ Resolution – All three checks were for 2005 conference-related items. The Treasurer issued them to a Board member for the conference since the Treasurer was not attending the conference. <p>Recommendations:</p> <ul style="list-style-type: none"> • Use the MHSLA Reimbursement Form for each check 	
----------------------	--	--

written. The person making the request should complete the form. Attach all documentation (emails, receipts, etc.) to the form; don't just file them behind.

- Make a photocopy of all checks written.
- Don't write checks at the Board meetings if at all possible. There are several instances of checks at written with no documentation and no photocopy of the check.
- Press hard when writing checks; the carbonless copies are not always readable. If necessary, write in the information afterwards.

2005 Conference

Summary:

Registration & Vendor Contributions	\$28,292.00
Local Arrangements Committee Expenses	-\$20,806.08
Education Committee Expenses	<u>-\$ 7,211.38</u>
Profit	\$274.54
	(does not include extra vests)

In Kind Contributions \$ 3,860.22

Discrepancies between the Local Arrangements Committee report and the Treasurer's report were due to:

- LAC added the cost of the special event in twice and included an "In Kind" contribution as revenue.
- The LAC report does not take into account the Education Committee's expenses, including speakers and scholarships.

Data Clarification Needed:

- Proquest's contribution was \$1,800.00 (1500 lunch, 150 DSL, 150 table) and should be reflected in the vendor section of the LAC final report.
- Serials Solutions shows \$300.00 (150 table and 150 DSL), but there is no check in the binder from them.
- Alison Grodzinski wrote a \$375.00 check for registration and was refunded \$325.00.
- Brenda Jay was credited for \$215.00 for registration (100 registration and 50 late fee), but \$15.00 was for membership.
- No registration check documentation or information is available for the Munson group (Allen, Baudreau, Brody, Messing, Platts, Wischman, Gail Jones).
- B. Fortin guest paid \$107.00 for the opening reception,

	<p>special event, and two breakfasts. Was the check made out to MHSLA, included as income, and added to the catering bill? Or did they pay Crystal Mountain directly?</p> <p>✓ All above points have been clarified and documentation has been forwarded to the Treasurer.</p> <p><u>Group Purchasing</u></p> <p>Joan Emahiser submitted a report prepared by Debbie Adams, Group Purchasing Chair.</p> <p><u>Michigan Library Consortium</u></p> <p>There is currently an outstanding balance for the DMC group access to Stat!Ref in the amount of \$2709.00. This amount consists of the following:</p> <ul style="list-style-type: none"> • DMC Pharmacy Services for \$4300.00 (invoice copy being faxed with this message). • Due to an MLC invoicing error, the Michigan Orthopedic Specialty Hospital has overpaid by \$1591.00. Check #472916 in the amount of \$1849.00 was received at MLC on January 11, 2006 (actual charges to MOSH should have been \$258.00). <p>TOTAL outstanding is \$4300.00 less excess payment from MOSH of \$1591.00 = remaining balance due MLC of \$2709.00.</p>	
<p>7. Bylaws</p> <p>Mary Hanson</p>	<p>Mary Hanson stated that two issues needed to be addressed. Firstly, the Board will need to authorize someone to begin working on conferences earlier. Secondly, making the Education Committee Chair come from the same local group will involve changes to internal procedures rather than to bylaws.</p> <p>Mary Hanson stated that she doesn't know if authorizing earlier work on conferences will involve bylaw changes; she will look into it and send information out on the Board listserv.</p>	<p>Mary Hanson will find out if authorizing earlier work on conferences will involve bylaw changes and will send information out on the Board listserv.</p>
<p>8. Conference Planning</p> <p>Patricia Martin</p>	<p>Pat Martin submitted a report.</p> <p style="text-align: center;">MHSLA 2006 Conference Budget Projected Updated March 21, 2006</p>	

Conference Center Expenses		
Food	9,000.00	P
Table Rentals (MHSLA only)	0.00	
AV Equipment		
Electrical \$3/outlet	60.00	
AV Support	350.00	
Opening Reception		
Entertainer -Robert McCloy	225.00	P
Meal	2,260.88	P
Special Event		
Michigan Historical Museum	600.00	I
Bus	450.00	P
Meal	2,500.00	P
Entertainer - Neil Woodward	500.00	P
Publicity/Promotion		
Postcards	80.00	
Registration Packets	250.00	
Tote bags/w logo	450.00	
Card stock for ballots	6.92	
<u>Local Arrangements Subtotal</u>	<u>16,732.80</u>	
Guest/Hotel Room Expenses		
Scholarship Winners' Rooms	981.00	
Mileage (3 Scholarship Winners)	225.00	
Meals (3 Scholarship Winners)	300.00	
8-Hour CE Deb Dunbar		
Honorarium	1,500.00	
Hotel	218.00	
Airfare		
Shuttle/Cab		
Mileage	320.00	
Meals	100.00	
Miscellaneous	150.00	
4-Hour CE Lynda Baker		
Honorarium	400.00	
Hotel	0.00	
Airfare	0.00	
Shuttle/Cab	0.00	
Mileage	0.00	
Meals	0.00	
Miscellaneous	0.00	
8-Hour CE David Slawson		
Honorarium	4,000.00	
Hotel	327.00	
Airfare	400.00	
Shuttle/Cab	50.00	

Mileage	0.00
Meals	150.00
Miscellaneous	150.00
Keynote Speaker Slawson - fees covered under CE	
State Librarian – Nancy Robertson	
Honorarium	0.00
Hotel	0.00
Airfare	0.00
Shuttle/Cab	0.00
Mileage	0.00
Meals	0.00
Miscellaneous	
NLM Updates	
Expected Expenses	
Healey - GoLocal	50.00
Zimmerman – PubMed	50.00
Closing Speaker -	
Honorarium	0.00
Hotel	0.00
Airfare	0.00
Shuttle/Cab	0.00
Mileage	0.00
Meals	0.00
Miscellaneous	0.00
Round tables – 7	
Expected Expenses	350.00
Contributed Papers ~3	
Honorarium	300.00
Miscellaneous	150.00
Possible additional speaker	3,000.00
<u>Education Subtotal</u>	<u>13,171.00</u>
<u>Total Expenses</u>	<u>29,903.80</u>
Vendor Contributions	(4,500.00)
<u>Estimated Cost</u>	<u>25,403.80</u>
Conference Fees	25,403.80
65 Attendees	390.83
70 Attendees	362.91
75 Attendees	338.72

At the March meeting, the Board suggested a fee of \$324 for 65 attendees.

Patricia Martin also submitted a two-page color layout of conference events and stated that Conference Planning really needs the Board’s input for the planning on Friday. Lengthy

	<p>discussion ensued on the conference schedule and resolving time conflicts among classes, programs, speakers, and vendors.</p> <p>Suggestions for resolving time conflicts included moving the posters to breakfast or in with the vendors on Thursday afternoon, moving the NLM symposium to earlier in the day on Friday, reducing the number of round tables from two to one, and reducing the number of round table topics to allow time for the poster presenters.</p> <p>The Board agreed to allow the posters to remain where they are, move the concurrent sessions to Thursday afternoon into the time slot of the second round of round tables, move the symposium to the morning, follow the symposium with the I-Pod drawing and follow the drawing with the CE. This schedule allows everyone to have lunch together, will keep the vendors happy, and everyone won't have to stay until five for the drawing.</p>	<p>Patricia Martin will send the revised schedule to Yvonne Boudreau.</p>
<p>9. 2006 Local Arrangements</p> <p>Michael Simmons</p>	<p>No report.</p>	
<p>10. 2006 Education</p> <p>Yvonne Boudreau</p>	<p>No report.</p>	
<p>11. 2008 Local Arrangements</p> <p>Sandra Martin, 2008</p>	<p>Sandra Martin stated that a contract had been signed for the conference location; the conference will be October 17th through the 20th at the Troy Marriott. The Planning Committee will meet directly after the MHSLA Board meeting to get everyone together and plan activities for 2008.</p>	
<p>12. 2008 Conference Coordinator</p> <p>Ellen O'Donnell</p>	<p>Ellen O'Donnell stated that the Marriot is conveniently located off I-75 and easily accessible to attendees from around the state. She also stated that there are options for transporting attendees from the airport, and that amenities include free parking, free shuttle service within a five-mile radius of the hotel, and a nature trail.</p>	
<p>13. Membership</p>	<p>No report.</p>	

Susan Kendall		
<p>14. Nominating</p> <p>Lea Ann McGaugh</p>	<p>Lea Ann McGaugh submitted a report for the 2006 elections.</p> <p>The Committee has contacted potential candidates for the positions of President Elect and Treasurer. The Committee presented a slate of candidates for approval at the May 16th MHSLA Board meeting.</p> <p>The candidates include Janet Zimmerman running for President, and Sandy Howe and Pat Vinson running for Treasurer.</p> <p>The Committee reported that there is no candidate from Northern Michigan; representative Chris Allen stated that they are stretched too thin and unable to provide one. The Committee also stated that in future the Board may need to examine how nominations are set up because the bylaws currently require area groups to provide candidates, but smaller groups have difficulty doing so. Reasons for this difficulty included being stretched too thin, limited institutional support, and the high cost of travel due to gas prices.</p> <p>Lea Ann McGaugh moved to accept the Nominating Committee's slate of candidates. ? seconded the motion. Motion carried.</p> <p>Lea Ann McGaugh also thanked her committee, Nancy Bulgarelli and Bill Grant. She stated that they were wonderful, having been very prompt and having made a lot of calls on her behalf.</p>	<p>The slate of candidates will be mailed to the general membership in June.</p>
<p>15. Publications</p> <p>Jaime Blanck</p>	<p>Jaime Blanck submitted a report.</p> <p>The Publications Committee has received a number of submissions for the May issue and would like to thank everyone who contributed.</p> <p>The May Issue of <i>MHSLA News</i> will be published by May 30th.</p> <p>The Membership Directory has been updated and posted to the website.</p> <p>Michael Simmons continues to update the MHSLA website and the Board and General Membership electronic discussion lists.</p> <p>It is still the goal of the Publications Committee, as it was last</p>	

	year, to conduct a survey on the membership's reaction to an electronic-only newsletter.	
16. Research Alison Fountain	No report.	
17. Group Purchasing and Resource Sharing Jennifer Barlow	<p>Jennifer Barlow stated that there is nothing to report for Group Purchasing but submitted a report for Resource Sharing.</p> <ul style="list-style-type: none"> • Work on the 2006 MISHULS is underway. Jennifer worked with Charniel McDaniels to update the MHSLA group in DOCLINE. Jennifer has extracted holdings data from SERHOLD and has begun to clean up the data. • Our committee is questioning the value of collecting, compiling and distributing ILL statistics. Is this still a meaningful exercise? We plan to pose this question to the membership via the discussion list. • With the recent changes to DOCLINE, it is now possible to place a library group (e.g. MHSLA) into routing table cells. Currently, most members don't use the MHSLA DOCLINE group this way. Instead, routing tables are set up according to criteria like does the library share for free? Can they deliver electronically? How fast and how good is their service? How extensive is their collection? However, with the new DOCLINE functionality, we might want to consider using the MHSLA group in a new way. Instead of simply using it to produce MISHULS, we could use it to route requests to members who offer free reciprocal borrowing. Our committee would like to explore this possibility. We will look at the technical feasibility, desirability, and implications for production of MISHULS. We will also gauge member interest to see if there's support for this idea. 	
18. Technology Valeria Long	No report.	
19. ERHSLA Mary Fitzpatrick	<p>Mary Fitzpatrick submitted a report.</p> <p>ERSHLA met on May 1, 2006 at Uno's Restaurant in Birch Run.</p> <p>Lea Ann McGaugh talked about the Nominating Committee's</p>	

	<p>request for a volunteer from each group for 2007's Nominating Committee. Doris Blauet volunteered to be ERSHLA's nominee for the Nominating Committee.</p> <p>Mary Fitzpatrick reported on the March MHSLA Board Meeting.</p> <p>Group response to items concerning the CE day for scholarship winner as well as the raffle of a conference registration was positive. There was also a positive response to the decision to keep registration costs down as long as MHSLA could afford to do this.</p> <p>Planning for 2007 was launched at this meeting. Melanie Bednarski, Education Chair for 2007, announced her committee members. She will be attending SLA in June. ERSHLA is hoping that she will bring home ideas for programs and speakers. Committee assignments were selected as follows: Vendors: Pat Wolfgram; Registration: Cheryl Putnam, Melba Moss; Publicity: Doris Blauet, Barb Morey, Diane Gardner; Finances: Lea Ann McGaugh; Printing: Martha Studaker, Sharon Williams; Special Event: Mary Fitzpatrick, Mary Korman. Ideas for themes were put forth as well as ideas to enhance the theme. Navigating through a Sea of Information or Navigating a Sea of Information was the consensus.</p> <p>Next meeting will be scheduled mid- to end of summer with ongoing email communication among the members.</p> <p>The dates for 2007 are September 26th through the 28th.</p>	
<p>20. GMR Regional Council</p> <p>Barbara Platts</p>	<p>Barbara Platts submitted a report.</p> <p>The National Library of Medicine announced new five-year contracts to eight institutions to serve as Regional Medical Libraries in the National Network of Libraries of Medicine. The Network consists of the eight competitively-selected regional medical libraries, and over 5,700 health sciences and public libraries.</p> <p>The goals of the 2006-2011 contracts are to develop collaborations among Network members, community-based organizations, and other institutions; to promote awareness of biomedical resources with a special emphasis on contributing to the Healthy People 2010 goal of eliminating health disparities; and to improve electronic access to health information for all</p>	

U.S. citizens.

Greater Midwest Region
The University of Illinois at Chicago
Library of the Health Sciences
Chicago, IL
States Served: IA, IL, IN, KY, MI, MN, ND, OH, SD, WI

Conference/Event Schedules 2006		
Date		Location
May 17-18	2006 Small Libraries Conference (Ohio Library Council)	Columbus, OH
July 15-20	National Wellness Conference	Stevens Point, WI
Aug 1-4	10th National Perinatal Outreach Education Conference	Chicago, IL
Sep 20-22	North Dakota Library Association Conference	Fargo, ND
Sep 20-22	South Dakota Library Association Conference	Rapid City, SD
Sep 28-30	Minnesota Library Association Conference	St. Paul, MN
Oct 3-6	Illinois Library Association Conference	Chicago, IL
Oct 18-20	Michigan Health Sciences Library Association Annual Education Conference	East Lansing, MI
Oct 25-28	Michigan Library Association Conference	Grand Rapids, MI
Oct 31-Nov 3	Wisconsin Library Association Conference	Wisconsin Dells, WI

Barbara Platts also stated that some funding opportunities such as have been available in the past are forthcoming through the GMR. She will provide more information on these opportunities as it becomes available.

<p>21. MDMLG</p> <p>Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski submitted a report.</p> <ul style="list-style-type: none"> • A very informational and entertaining March 24, 2006 CE program, “Proactive Librarianship: Knowledge, Innovation, and Leadership for Newer Librarians”, co-sponsored by Swets Blackwell, was attended by 33 participants. • The next CE program will be July 25 at Wayne State University’s Shiffman Medical Library. The topic is advanced web searching taught by Bryan Vogh from the GMR. • The summer luncheon buffet will be June 8 at Cranbrook Library. RefWorks will provide a short overview of their product during lunch. The guest speaker is Dennis Fairchild with the topic of “Feng Shui for the Library”. Due to construction, we will not be able to visit the planetarium that day, so a pass for the planetarium will be provided to each guest for use at a later date. See the webpage for links to registration and information on the program and its topics. • MDMLG officers and Wayne State faculty members awarded the MDMLG LIS Student Scholarship to Diane Gardner, McClaren hospital, on May 3. • Election Results: President elect: Marilyn Kostrzewski, Treasurer: Misa Mi, Nominating chair: Doreen Bradley with committee members Ellen O’Donnell and Nancy Bulgarelli. • The MDMLG blog is seeing much activity. A MDMLG calendar of events available on the blog page will soon include MHSLA. There have been requests to add MLA and Midwest dates to the calendar. Monitored comments from non-blog members are now allowed. The blog policy has been updated and approved. • A financial review committee will replace the “auditor” position and will be expected to provide reports yearly. There was a suggestion to have an “official” financial review done every five years. • The job bank has one new posting in Beaumont Royal Oak for a librarian position. • The compensation survey is to be mailed June 1 and returned by June 30, 2006. • Current membership is 63 personal members, 11 students and 21 institutional members, which is a decrease from last year. • The membership directory has been updated. • The newsletter has a new “newspaper-like” look. The new newsletter chair is JoAnn Krzeminski from Henry Ford. • The transitional meeting for the 2006/2007 Board will take place at Providence hospital on July 20th. 	
--	--	--

	<p>It was also stated that Marisa Conte, a recent graduate from Wayne State University, has been awarded one of the National Library Medicine Fellowships. She is the first Wayne State University graduate to be accepted into this program.</p>	
<p>22. MMHSL</p> <p>Michael Simmons</p>	<p>John Coffey reported that MMHSL met May 5th and discussed the conference. Topics included the schedule, vendors, and getting a logo.</p>	
<p>23. NMHSL</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 she has been ordering and cataloging new books and ramping up for the Let's Get Moving Northern Michigan initiative. She attended the MHSLA Support Staff Class at CMU this week.</p> <p>Mercy Hospital, Grayling Kay Petrie: No report.</p> <p>Paul Oliver Memorial Hospital Sherri Dittman: No report.</p> <p>West Shore Medical Center Brenda Jay: No report.</p> <p>Munson Medical Center Health Sciences Library Barb Platts reports that the Department of Library Services is beginning the first stages of designing a health literacy program for the community. Once the program is outlined in more detail, grant funding will be pursued.</p> <p>Two additional digital library kiosk workstations will be added to the existing 16 workstations located within Munson Healthcare. The newly added sites are at the Family Practice Center Clinic and the Inpatient Psy Unit. The kiosk workstations provide access to consumer health information and the "Ask a Librarian" service. This would bring the number of kiosks to 18. Kiosks are funded by a grant from the GMR and NLM.</p>	

	<p>The Department of Library Services is participating in planning a state conference on Evidence Based Practice in 2007. The conference is being hosted by the Rehab Services Department at Munson Medical Center.</p> <p>Munson Medical Center Community Health Library Chris Allen reports that efforts for the last two months have been directed towards finalizing the database issues with the Let's Get Moving Project, which kicked off on May 2nd. This is a summer-long fitness initiative sponsored by Munson and other city agencies.</p> <p>Community programming has included a presentation by a sleep physician for National Sleep Awareness Week, a book discussion and "Surf Smart" class for National Library Week, and a display at the Diabetes Health Fair. Next week we will have a presentation by a local urologist on Prostate Health. We are also continuing to develop sponsorship for the Traverse City Reads author visit in November (Elva Trevino Hart, <i>Barefoot Heart: Stories of a Migrant Child</i>).</p>	
<p>24. UPHSLC Linda Winslow</p>	<p>No report.</p>	
<p>25. WMHSLA Eleanor Lopez</p>	<p>Eleanor Lopez submitted a report.</p> <p style="text-align: center;">WMHSLA CE CLASS – March 28th</p> <p>On March 28th we had a short WMHSLA meeting and a CE class on RSS feeds and blogs, taught by Sandy Swanson. The presentation briefly introduced librarians to using RSS feed and blogs for gaining personal knowledge and for presenting information to colleagues and library patrons. We examined a couple of news aggregators and discussed ways to find RSS feeds and blogs on library or healthcare topics. We discussed and looked at blogging software, and visited library blog sites to see how other libraries are using this technology. Sandy did a great job.</p> <p style="text-align: center;">MHSLA MEETING DISCUSSION</p> <p>A short meeting followed the CE class. The following topics were discussed:</p>	

	<ul style="list-style-type: none"> • The Treasurer’s report • The Fall MLA CE course – MLA will be hosting a webcast on November 8th and the topic will be new technology trends. Group is in favor of hosting this at St Mary’s LACKS Cancer Center. More information to follow. • The MHSLA Conference of Oct 18th through the 20th. We discussed a few of the events taking place at the upcoming MHSLA conference. Everyone was encouraged to attend. • The next WMHSLA meeting will take place during the MLA webcast in November at St Mary’s LACKS Cancer Center. 	
<p>26. Old Business: Strategic Plan</p> <p>Jennifer Barlow</p>	<p>Jennifer Barlow submitted a report.</p> <p>The Strategic Planning Committee has updated our draft document and prepared a new section outlining goals and objectives under each of the following three strategic priorities: Communication, Adapting to the Changing Information Landscape, and Health Literacy.</p> <p>We would like the Board members to review these documents and offer their suggestions for revisions, additions, etc. Also, we would appreciate Board input regarding setting responsibilities and timelines for each objective.</p> <p>We have assigned many key tasks to the Outreach and Advocacy Committee. We recommend that the Board establish this as a permanent committee with an ongoing charge. Sufficient members should be recruited for this committee so the workload can be spread out among them.</p> <p>An alternative way to get this work done could be to divide tasks among the Publications and Membership committees, and have those teams get involved in recruiting and outreach efforts.</p> <p>Discussion of these topics ensued, including prioritizing goals, establishing a timeline, and commissioning a research project to demonstrate the value of hospital libraries.</p> <p>Arlene Weismantel moved that MHSLA establish the ad-hoc Outreach and Advocacy Committee as a permanent standing committee. Patricia Martin seconded the motion. Motion carried.</p>	<p>Mary Hanson will update the bylaws to reflect the change in the Outreach and Advocacy Committee’s standing from ad-hoc to permanent.</p>
<p>27. New Business:</p>	<p>No new business.</p>	

29. Adjournment Arlene Weismantel	Arlene Weismantel adjourned the Board Meeting at 11:30am.	