



**Executive Board Meeting Minutes
Michigan Health Sciences Libraries Association
March 21, 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; Marilyn Dow, Treasurer; Jennifer Barlow, Immediate Past President; Mary Fitzpatrick, ERHSLA; Marilyn Kostrzewski, MDMLG; Michael Simmons, MMHSL; Eleanor Lopez, WMHSLA

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

Quorum Present? Yes

Non-Voting Members Present: Joan Emahiser, Audit; Mary Hanson, Bylaws; Patricia Martin, Conference Planning; Michael Simmons, 2006 Local Arrangements; Yvonne Boudreau, 2006 Education; Sandra Martin, 2008 Local Arrangements; Susan Kendall, Membership; Jaime Blanck, Publications; Jennifer Barlow, Group Purchasing and Resource Sharing; Maureen Watson, Archivist

Non-Voting Members Absent: Ellen O'Donnell, 2008 Conference Coordinator; Lee Ann McGaugh, Nominating; Alison Fountain, Research; Valeria Long, Technology; Barbara Platts, GMR Regional Council

**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	While budget requests for the year were to be submitted at the February 2006 Board meeting, there was no quorum present to vote. Arlene Weismantel asked that any budget requests be	

Arlene Weismantel	brought up during the present meeting.	
3. Approval of Minutes Judy Schroeder	<p>Judy Schroeder submitted the minutes from the November 15th, 2005 Board meeting. Arlene Weismantel moved that the minutes from the November 15th, 2005 meeting be approved. Maureen Watson seconded the motion. Motion carried.</p> <p>Judy Schroeder submitted the minutes from the February 17th, 2006 Board meeting. Corrections included one on item 25, regarding the exhibiting at MLA (MHSLA has in fact been reimbursed), and one on item 27, regarding the 2008 conference (details about the hotels need to be added). Further information was requested on item 26, the Education Committee; Arlene Weismantel stated that the Board will be discussing this item in further detail at the present meeting. Arlene Weismantel moved that the minutes from the February 17th, 2006 meeting, with corrections, be approved. Jennifer Barlow seconded the motion. Motion carried.</p>	<p>Michael Simmons will post the November 15th, 2005 meeting minutes on the MHSLA website.</p> <p>Michael Simmons will post the February 17th, 2006 meeting minutes on the MHSLA website.</p>
4. Archivist's Report Maureen Watson	<p>Maureen Watson stated that in January she submitted a budget totaling \$190 that included posters, camera, and film for the upcoming meeting, as well as for more acid-free file folders. She will use these for the boxes in her possession first and then try to replace all the hanging file folders in every box. All other folders in the boxes are acid-free but the hanging file folders became necessary to properly store the acid-free regular folders in the acid-free boxes.</p> <p>Maureen Watson still has some pictures, newsletters, and brochures that she frequently uses; these have not yet been incorporated into the main MHSLA archive that is part of the Ferris archive. Some of these will become part of the Ferris archive as they are processed properly. In future she hopes to be able to scan pictures and they can then be stored in electronic format. Maureen Watson moved that the archives budget of \$190 be approved. Jennifer Barlow seconded the motion. Motion carried.</p>	<p>Marilyn Dow will reimburse Maureen Watson \$190 for the archives budget.</p>
5. Treasurer Marilyn Dow	<p>Marilyn Dow submitted a treasury report for January 1st, 2006 through March 17th, 2006. Membership dues for 2006 totaled \$4110, bringing total assets as of March 17th, 2006 to \$57,474.81. It is unclear if membership dues match the number of members because the cost of dues had not been multiplied by the number of members to verify that the total amount received</p>	

	<p>coincides with the total number of memberships. MHSLA's certificate of deposit is a two-year CD and will mature sometime in July, 2007.</p>	
<p>6. Audit</p> <p>Joan Emahiser</p>	<p>Joan Emahiser submitted a preliminary report.</p> <p><u>General Audit</u></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 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 – December 31st, 2005. 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). • 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." • 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. • Check 409 lacks any documentation. There is no data in the check register, nothing on the carbonless copy, no notes. • 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. <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 it 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 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 in account the Education Committee's expenses including speakers and scholarships.

Data Clarification Needed:

- Proquest's contribution was \$1,800 (\$1500 lunch, \$150 DSL, \$150 table) and should be reflected in the vendor section of the LAC final report.
- Serials Solutions shows \$300 (\$150 table and \$150 DSL). There is no check in the binder from them.
- Alison Grodzinski wrote a \$375 check for registration and was refunded \$325.
- Brenda Jay was credited for \$215 for registration (\$100 registration and \$50 late fee), but \$15 was for membership.
- Documentation for the Munson group (Allen, Boudreau, Brody, Messing, Platts, Wischman) that was previously missing was found.
- B. Fortin guest paid \$107 for the opening reception, 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?

Alison Grodzinski's \$375 check refunded for \$325 was a two-check refund with the first check for \$50 listed in a prior register. Brenda Jay was credited \$215 for registration with \$15 going towards membership, but the \$50 discrepancy in her refund still needs to be investigated. Discussion of guest

	<p>registration in regards to B. Fortin’s guest ensued, with recommendations that payment should be made directly to MHSLA; checks should not be made out to other parties. Discussion ensued of bank procedures pertaining to front and back copies of checks, access to online copies of checks after ninety days, and the checkbook register.</p> <p><u>Group Purchasing</u></p> <p>Waiting for summary from sub-Committee chair.</p> <p><u>Michigan Library Consortium</u></p> <p>Waiting for report from MLC.</p>	
<p>7. Bylaws</p> <p>Mary Hanson</p>	<p>Mary Hanson stated that there have been no suggestions for revisions to the bylaws. Proposed revisions to the bylaws need to be submitted by the May Board meeting so the language of the proposed revisions can be approved at the July Board meeting. Then, the general membership can be notified and the proposals can be voted on at the Conference.</p>	
<p>8. Conference Planning</p> <p>Patricia Martin</p>	<p>Arlene Weismantel stated that our total assets are approximately \$57,475 and that our assets are growing. She suggested MHSLA incur a planned loss and devote extra money to high-quality education at the conference.</p> <p>Pat Martin submitted a budget report for the projected costs of the 2006 MHSLA conference. Local Arrangements subtotaled \$16,732.80, Education subtotaled \$13,121, for a total estimated expense of \$29,853.80. The unknowns in the budget were discussed, including a possible additional speaker, for which \$3,000 has been budgeted. Arlene Weismantel suggested that MHSLA should aim for the same rate for full attendance as in 2005, which was \$325. As both the state librarian and Governor Granholm are state employees, neither can accept payment for speaking. The governor’s appearance is subject to change depending on her schedule. Both the governor and the state librarian are officed in Lansing so there will be no other expenses incurred pertaining to their appearances.</p> <p>Arlene Weismantel suggested that the registration form could be simplified. Whether registration will include the special event or not will be discussed at the next Local Arrangements meeting. Michael Simmons suggested that the form be detailed like the MLA registration forms because they offer more options to the</p>	

	<p>potential attendees. Discussion ensued on keeping fees the same, costs low for our membership, and forms and registration options simple. The special event should continue to be a part of the conference because otherwise institutions might consider them social events and refuse to pay for them. Considering our assets, MHSLA could take a small, under \$5,000 planned loss on the conference. Keeping costs low makes the conference easier for Local Arrangements to advertise and promote.</p> <p>Arlene Weismantel suggested that scholarship recipients be funded at the full conference rate so they can participate in all activities including the CEs. Yvonne Boudreau suggested that an additional night be added to the budget for the scholarship, and that the budget should also cover the scholarship CEs. Yvonne Boudreau moved to make a policy change stating that, starting with the 2006 conference and continuing as long as the budget allows, three full scholarships will cover three nights, conference registration, and the CEs. Michael Simmons seconded the motion. Motion carried.</p> <p>Joan Emahiser suggested that MHSLA have a drawing among participants to win a free registration to the 2007 conference. Discussion ensued about this drawing. The winner will be drawn from all paid member registrants/attendees regardless of whether they are registered for the full 2006 conference or only for a day. The free registration can apply to either individual or institutional members. Members need not be present to win. Local Arrangements will handle the drawing. Joan Emahiser moved that MHSLA sponsor a drawing to be held at the 2006 conference to win a full registration to the 2007 conference, the drawing limited to any MHSLA member attendees who need not be present to win. Marilyn Kostrzewski seconded the motion. Motion carried.</p>	<p>Policy changes will be made to reflect the new terms of the scholarships.</p> <p>Policy changes will be made to reflect the inclusion of a drawing at the 2006 conference.</p>
<p>9. 2006 Local Arrangements</p> <p>Michael Simmons</p>	<p>Michael Simmons stated that with MHSLA’s rental of 96 rooms, the Kellogg Center will provide free meeting rooms, free wireless internet conductivity, and free tables. 120 rooms have been booked over the three nights on our behalf at about \$90 each. MHSLA may get charged as much as \$2,000 if we don’t get those 96 rooms, so everyone should be encouraged to use the hotel. Items such as suppliers, tickets, publicity, and badges may cost more than expected. Discussion ensued on these costs; in 2005 they came to \$2,880.75, but that figure did not include audiovisual equipment. Discussion of vendors ensued; MHSLA will be charging vendors for tables, but not for free services such as internet access. Vendors will be set up around the perimeter</p>	

	<p>of the Lincoln Room, sharing the same room with the attendees although the vendors will not be present at every meal or during all events.</p> <p>Discussion ensued about special events and entertainment, which will take place at the Michigan Historical Museum and will feature Neil Woodward, the Michigan Troubadour, performing Michigan songs. A meal, hors d'oeuvres, wine, and a tour of the Michigan Historical Museum will be provided. Guitarist Robert McCloy will play background music on opening night during the reception.</p>	
<p>10. 2006 Education</p> <p>Yvonne Boudreau</p>	<p>Yvonne Boudreau submitted a report on Education Committee events and a projected Conference budget. Programming for the fall conference is coming together nicely. The Committee is still working out the names of moderators and topics for 6 round tables, and is considering bringing in an additional speaker although time slots are becoming increasingly scarce.</p> <p><u>Wednesday Oct 18th</u> – The following two 8 hour CE courses are being offered:</p> <ul style="list-style-type: none"> • Dr. David Slawson – Librarians Role in Information Mastery – for more information, please visit http://www.healthsystem.virginia.edu/internet/familymed/docs/info_mastery.cfm • Deb Nelson Dunbar – Conflict Management – MSHLA is currently working on obtaining MLA CE Approval for this course. <p><u>Thursday Oct 19th</u> – The planned schedule is as follows:</p> <ul style="list-style-type: none"> • Keynote Speaker – Dr. David Slawson – 1 hour • Library of Michigan Update – State Librarian Nancy Robertson –1 hour <p style="padding-left: 40px;">Concurrent Afternoon Sessions:</p> <ul style="list-style-type: none"> • Strategic Planning Update – Jennifer Barlow -1 hour • Health Information Literacy – Marge Kars – 1 hour <ul style="list-style-type: none"> • Round Tables – Six round table discussions are being organized – Set-up is 30 minutes / rotate / 30 minutes <p style="padding-left: 40px;"><u>Friday Oct 20th</u> – The planned schedule is as follows:</p> <ul style="list-style-type: none"> • Closing keynote speaker (tentative) Gov. Jennifer Granholm 	

	<p>– Subject might be U.S. Patriot Act / Patient Safety -1 hour</p> <ul style="list-style-type: none"> • NLM Update Symposium – 30 minutes each PubMed Update – Janet Zimmerman GMR Update – Tammy Mays Go Local – Annette Healy • Contributed Papers – TBA <p>Additionally, Brett Powers has arranged the Spring Support Staff Training as follows – Ovid Training with Lunch - Date: May 10th, 2006; Time: 10am - 3pm Location: Park Library at Central Michigan University, Mount Pleasant. Registration: contact Brett Powers at 616-752-5230. To date, 12 people have signed up.</p> <p>Letters have been sent to the speakers and Arlene Weismantel is working on obtaining MLA credits. Round tables are being discussed, and the Committee is considering both extending round-table time intervals to 45 minutes and adding a second part on the registration form to allow attendees sign up for the round tables.</p>	
<p>11. 2008 Local Arrangements</p> <p>Sandra Martin, 2008</p>	<p>Sandra Martin stated that since the last meeting a report of their activity has been sent electronically to the Midwest Board, which met in Minnesota on March 3rd, 2006. The Committee is currently in the process of visiting the various sites, and has selected and visited four possible sites: the Hyatt and the Ritz Carlton in Dearborn, the Detroit Renaissance, and the Troy Marriott. The Ritz Carlton and the Troy Marriott are preferable because they are smaller and MHSLA would have the entire hotel to itself. Conference Planning is working with a conference planning company called Groups to Go, which is working to get us the best rate. The Troy Marriott was quoted a rate of about \$119 per night. Complimentary meeting rooms and free upgrades are being offered by the hotels. The Troy Marriott provides free shuttle service within five miles of the hotel, including to the airport, and has thus far proven the most accommodating of the hotels. Conference Planning should have a site chosen by the middle of April. The dates for the conference are October 3rd at the Ritz Carlton, or October 17th at the Troy Marriott. Next steps will be to begin initial planning for the conference.</p>	
<p>12. 2008 Conference Coordinator</p>	<p>No report.</p>	

Ellen O'Donnell		
<p>13. Membership</p> <p>Susan Kendall</p>	<p>Susan Kendall submitted a membership report.</p> <p>Membership renewals were due on December 31st, 2005.</p> <p>For 2006, as of March 21st, 2006, we have:</p> <p>78 Personal memberships 55 Institutional memberships 14 Personal plus institutional memberships</p> <p>Two reminders have been sent to everyone who did not yet renew. Another individual reminder was sent to all participants in Stat!Ref who have not yet renewed. Participants in Stat!Ref who have not yet renewed are requested to renew as soon as possible.</p> <p>Part of the difficulty in getting people to renew membership is that there doesn't appear to be any benefit to doing so, since MHSLA doesn't change the login for the members- only part of the website. In addition, there appear to be a lot of people who think they are members but in actuality are not. Arlene Weismantel suggested we begin changing the password for the website annually. As a matter of procedure, the Local Arrangements Committee, when doing registration, should touch base with the membership to make sure that the people who are registering for the conference as members really are members. Discussion ensued about registration and the membership directory. Michael Simmons suggested that we update the membership forms that are sent to Stat!Ref members to encourage them to renew, and that we should also confirm membership, either by email or mail. The Outreach & Advocacy Committee plans to develop a welcome kit that the Membership Committee could send out to new and renewing members.</p>	<p>Procedures will be modified to include confirmation of membership. Jennifer Barlow will provide Susan Kendall with materials to send to new members.</p>
<p>14. Nominating</p> <p>Lea Ann McGaugh</p>	<p>Lea Ann McGaugh submitted a report and a budget request. The report states that the Committee has developed and prioritized a list of prospective candidates. An email was sent to Area Group representatives requesting candidates for the Nominating Committee. Anyone who would like to be a candidate or who has a recommendation for a candidate, please contact Lea Ann at 810-342-2653 or LeaAnnM@mclaren.org. Please consider serving and encourage your colleagues to serve</p>	

	<p>if called. The Committee expects to start contacting candidates in late March/early April anticipating a report of the slate to the Board at the May meeting.</p> <p>This budget is based on 2 mailings, one for the preliminary slate and one for the ballot. The Secretary actually performs the mailings, so this cost may be duplicated in the budget for the Secretary:</p> <table data-bbox="483 506 976 758"> <thead> <tr> <th></th> <th>Estimated Cost</th> </tr> </thead> <tbody> <tr> <td>Postage</td> <td>\$202.80</td> </tr> <tr> <td>Paper</td> <td>\$15.60</td> </tr> <tr> <td>Envelopes</td> <td>\$2.60</td> </tr> <tr> <td>Copying</td> <td>\$312.00</td> </tr> <tr> <td>Labels</td> <td>\$2.08</td> </tr> <tr> <td>Total</td> <td>\$535.08</td> </tr> </tbody> </table> <p>Mary Fitzpatrick stated on behalf of Lea Ann McGaugh's that Lea Ann McGaugh sent out an email asking area groups for candidates for President-elect and Treasurer for 2007. Lee Ann McGaugh would like nominations from each region and suggestions from area groups; they may call or email her so that she can put together a slate for May.</p>		Estimated Cost	Postage	\$202.80	Paper	\$15.60	Envelopes	\$2.60	Copying	\$312.00	Labels	\$2.08	Total	\$535.08	
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<p>15. Publications</p> <p>Jaime Blanck</p>	<p>Jaime Blanck submitted a report stating that the deadline for receipt of articles for the May issue of the <i>MHSLA News</i> will be Wednesday, April 19th. She will send out an announcement to listserv this week. She will be working with Susan Kendall and Michael Simmons to verify and update the membership directory on the MHSLA website. She has received a copy of the Adobe InDesign software. Michael Simmons continues to update the MHSLA website and the Board and General Membership electronic discussion lists. It is still the goal of the Publications Committee, as it was last year, to conduct a survey on the membership's reaction to an electronic-only newsletter. Arlene Weismantel stated that she purchased the Adobe InDesign software for Jaime Blanck; the software's retail price on Adobe's website is \$699, and the MSU computer store educational discount is \$179. Jennifer Barlow moved to reimburse Arlene Weismantel for purchase of the Adobe InDesign software. Mary Hanson seconded the motion. Motion carried.</p> <p>Marilyn Kostrzewski stated that Karen Tubolino contacted her with concerns about a piece that appeared in the last newsletter; no VA librarian was contacted, and the piece was inaccurate. Sherri Moravy-Penchanski of the VA Ann Arbor Health Care</p>	<p>Marilyn Dow will reimburse Arlene Weismantel for purchase of the Adobe InDesign software.</p>														

	System had asked that the article be included in the newsletter, and the VA librarians are responsible for submitting a correction.	
16. Research Alison Fountain	No report.	
17. Group Purchasing and Resource Sharing Jennifer Barlow	<p>Jennifer Barlow stated that, regarding Group Purchasing, a couple details are being investigated. Committee members are working on details of a group purchase of journals from Springer. The Committee is also consulting with MLC in their discussions with EBSCO on group pricing for CINAHL and CINAHL Plus with full text. Once the offers have been finalized and our questions answered, the Committee will present these opportunities to the membership.</p> <p>Regarding Resource Sharing, Jennifer Barlow stated that the Committee will be preparing a new edition of MISHULS this spring. The data for this union listing of serials is extracted from SERHOLD, so everyone is requested to review their records and make sure they are update-to-date and accurate. Log in to DOCLINE to request a serial report; it will be available in about an hour. Revisions to journal holdings in SERHOLD take effect instantly. Revisions must be made by April 7th, 2006 to be included in this year's MISHULS. Per DOCLINE guidelines, only list those titles which can legally be interloaned.</p> <p>Discussion ensued about CINAHL, including on the court case between CINAHL and OVID, the difficulty of dealing with vendor salesmanship, and the differences between CINAHL and CINAHL Plus; CINAHL Plus has additional patient education handouts and informational handouts, has more journals, and the archives go back further.</p>	
18. Technology Valeria Long	No report.	
19. ERHSLA Mary Fitzpatrick	Mary Fitzpatrick stated that ERHSLA will be meeting at the end of April to start working on the 2007 conference. She has discussed the possibility of someone from ERHSLA becoming Education Chair for 2007, and Melanie Bednarski has volunteered for the position.	
20. GMR	Barbara Platts submitted a report stating the latest issue of E-	

<p>Regional Council</p> <p>Barbara Platts</p>	<p>Resources is available online at http://nmlm.gov/gmr/esources/14/esources14.pdf. The GMR Technology Committee reviewed 5 applications for Technology Improvement Awards in February. No new funding dollars will be available from the GMR until their contract is finalized in April or May 2006. The report also included Conference/Event schedules for 2006.</p>	
<p>21. MDMLG</p> <p>Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski submitted a report.</p> <ul style="list-style-type: none"> • The next MDMLG general meeting will occur on Friday March 24th, 2006 before the Spring CE program at the Troy Marriott. Program, lunch, and breaks are co-sponsored by Swets Blackwell. 31 participants are registered for the 4-hour program, “Proactive Librarianship: Knowledge, Innovation, and Leadership for Newer Librarians”, to be taught by LaVentra Danquah, Shiffman Medical Library, Wayne State University. • The MDMLG blog, created by Valerie Reid and Alexia Estabrook, has been added to the website. The homepage has a different look, but all other pages remain the same and easily accessible. Val sends members a weekly review of the blog activities. The trial period continues with a limited number of persons allowed to post. • 2008 conference planning continues. Sandra Martin and or Ellen O’Donnell will provide the update on this. • Diane LeBar and Nancy Bulgarelli will be conducting the Salary Survey in the Spring of 2006. The survey questions have been revised. Salary Survey results will continue to be available to members only. • Mary Carr, Mt. Clemens General, is recovering from bypass surgery. Cherrie M. Mudloff is filling in. • Election results returns were 82%. No further discussion of online voting needed at this time. • Janet Zimmerman’s position at Bon Secours is not being filled. • Andrea Rogers, without any staff, is running both Bon Secours and Cottage Hospital libraries. 	
<p>22. MMHSL</p> <p>Michael Simmons</p>	<p>No report.</p>	
<p>23. NMHSL</p>	<p>Chris Allen submitted a report.</p>	

Chris Allen

- Northern Michigan Hospital, Petoskey
Anne Foster - no report
 - Mercy Hospital, Cadillac
Kim Benz reports she has two interns with her right now, working in the Library/Education Department. She has almost completed cataloging a consumer health collection and is about to make new purchases for their Medical Staff Library. She's also gearing up for the Let's Get Moving Northern Michigan initiative.
 - Mercy Hospital, Grayling
Kay Petrie – no report
 - Paul Oliver Memorial Hospital
Sherri Dittman reports that she is maintaining current Library services. In process of seeking 2 volunteer librarians to assist with ongoing specialty projects.
 - West Shore Medical Center
Brenda Jay reports that the Medical Staff now has full access to the online library resources available on the Munson network. Munson library staff is providing in-services for the physicians on how to access and search the online resources.
 - Munson Medical Center Health Sciences Library
Barb Platts reports that Magnet appraisers from the American Nurses Association visited both the Health Sciences Library and the Community Health Library during their visit to Munson Medical Center last week. Munson has been diligently working on applying for Magnet status for the past couple of years. Only one other hospital in Michigan, Beaumont, Royal Oak, has applied and received Magnet status from the ANA.
- The Library's Health Literacy initiative at Munson has been recognized as an important internal program and aspects of the program are being integrated hospital wide.
- The Department is gearing up for National Library Week in April.
- Munson Medical Center Community Health Library

	<p>Chris Allen reports the 211 Information and Referral database of health and human services is now available for the public via the Internet at http://www.rtmdesigns.net/thirdlevel/ and work is continuing on entering data into the Michigan GoLocal Project.</p> <p>Community programming for February and March have included a display at the Cardiac Rehab Heart Fair, a dermatologist presenting on non-invasive rejuvenation and a sleep specialist presenting on sleep disorders and sleep apnea.</p> <p>Let's Get Moving Initiative, a summer fitness project will kick off on May 2nd, and the Library coordinates the mileage tracking for the project.</p>	
<p>24. UPHSLC</p> <p>Linda Winslow</p>	No report.	
<p>25. WMHSLA</p> <p>Eleanor Lopez</p>	<p>Eleanor Lopez submitted a report stating the WMHSLA group will be meeting on March 28th in Grand Rapids, Michigan. The group will also be hosting an educational workshop on March 28th at St. Mary's Lacks Cancer Center in Grand Rapids, Michigan. 15 people have signed up to attend the workshop.</p> <ul style="list-style-type: none"> • Instructor: Sandy Swanson • Description: Blogging for Librarians – A Voyage of Discovery. Introduction to librarians using RSS feed and blogs for gaining personal knowledge and presenting information to colleagues and library patrons. Examination of new aggregators. Ways to find RSS feeds and blogs on library or healthcare topics. Samples of blogging software. Visit a few sites to see how other libraries are using this technology. 	
<p>26. Old Business: Strategic Plan</p> <p>Jennifer Barlow</p>	Jennifer Barlow stated that last month's Strategic Plan meeting went well, and that they are one more meeting away from having an excellent plan to present. She has some specific objectives for each of the three strategic priorities, and will be discussing JCAHO and accreditation during the lunchtime discussion.	
<p>27. New Business: Proposal for earlier</p>	<ul style="list-style-type: none"> • Arlene Weismantel first read a handout stating the procedure for the President-Elect's selection of Local Arrangements and Education Committee chairs for the year following her/his 	

<p>formation of Conference Planning Committees</p> <p>Arlene Weismantel</p>	<p>term in office. Discussion ensued about the Local Arrangement chair coming from local groups, the President-Elect’s duty to select, and clarification of when such selections are made for which years.</p> <ul style="list-style-type: none"> • Arlene Weismantel suggested that the President-Elect should try to find an Education Chair from the same regional group that is sponsoring the conference in order to facilitate communication; if this is not possible, the President-elect can look elsewhere for a chair. The committee should act as the Conference Planning Committee, a coordinated whole rather than separate Education and Local Arrangements Committees. • Arlene Weismantel suggested that the Education Committee Chair should be part of the Local Arrangements Committee and vice versa. Discussion ensued about this proposal; emphasis was placed on the necessity of communication and forming the conference planning Committees sooner. Concerns were voiced about the second point of this proposal placing too much stress on local groups, and about bridging the communication gap between the Education Chair and the Local Arrangements Committee. Increasing the Education Committee term to 2 years was discussed. It was suggested that someone from Local Arrangements Committee should be on the Education Committee and vice versa, though not necessarily the Chair, and that planning conferences further in advanced would significantly help to resolve the communication issue. <p>There appeared to be no objections to the first point, and the third point could be revised to require only that a member of the Local Arrangements Committee should also be a member of the Education Committee and vice versa, but not specifically the Chair. Regarding the second point, Arlene Weismantel encouraged the selection of the Education Chair from the same or a nearby regional group that is sponsoring the conference, but stated that this was not required. It was also suggested that the pre-Board meeting of the Education Chair, the Local Arrangements Chair, and the President-Elect be reinstated.</p>	<p>Mary Hanson will verify whether the proposal for earlier formation of Conference Planning Committees requires a bylaws change.</p>
<p>28. New Business: Website hosting</p>	<p>Michael Simmons stated that there have been some difficulties with the website hosting involving UIC; although these difficulties have been largely resolved, MHSLA might consider having Network Solutions host the website instead. We already</p>	<p>Michael</p>

<p>Michael Simmons</p>	<p>purchase the MHSLA.org domain from Network Solutions, and pay \$35 a year or \$150 for ten years for this domain. We could keep MHSLA.org or have Network Solutions host the website, rather than UIC. This would cost \$9 per month, but would allow us to use Paypal, which would let us accept conference payments and membership fees online. There is a nominal fee associated with Paypal. While we may already be able to use Paypal through UIC, Using Network Solutions would also allow us to use forms, such as membership forms, online as well. There are fees associated with this, but we would get 50 gigabytes of monthly data transfer and 3 gigabytes of storage with Network Solutions, as opposed to UIC's just a little over a couple of megabytes of storage.</p>	<p>Simmons will send out information via Listserv regarding the advantages of switching from UIC to Network Solutions so that the issue can be voted upon at the next meeting.</p>
<p>29. Adjournment</p> <p>Arlene Weismantel</p>	<p>Arlene Weismantel adjourned the Board Meeting at 12:20 p.m.</p>	