



**Executive Board Meeting Minutes
Michigan Health Sciences Libraries Association
February 17, 2006
10:00 a.m. at the Michigan Library Consortium**

Board Members:

Voting Members Present: Arlene Weismantel, President; Jennifer Barlow, Immediate Past President & substitute representative for WMHSLA; Marilyn Kostrzewski, MDMLG; Michael Simmons, MMHSL.

Voting Members Absent: Marilyn Dow, Treasurer; Judy Schroeder, Secretary; Pat Martin, President-Elect; Mary Fitzpatrick, ERHSLA; Chris Allen, NMHSLA; Linda Winslow, UPHSLC.

Quorum present? No

Non-Voting Members Present: Valeria Long, Technology; Maureen Watson, Archivist; Sandra Martin, 2008 MC/MHSLA Local Arrangements Chairperson; Ellen O'Donnell, 2008 MC/MHSLA Conference Coordinator; Michael Simmons, 2006 Local Arrangements; Jennifer Barlow, Group Purchasing and Resource Sharing, Jaime Blanck, Publications.

Non-Voting Members Absent: Mary Hanson, Bylaws; Joan Emahiser, Audit; Yvonne Boudreau, 2006 Education; Susan Kendall, Membership; Lea Ann McGaugh, Nominating; Alison Fountain, Research; Barbara Platts, GMR Regional Council.

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

Agenda Item	Summary of discussion	Action or Assignment
1. Call to Order	President Arlene Weismantel called the meeting to order at 10:00 a.m.	
2. President's Remarks Arlene Weismantel	Today's meeting was called as a result of the cancellation of the January 17 meeting because of inclement weather. Today there was again inclement weather across the state, so we do not have a quorum. We will, however, proceed with the agenda.	
3. Approval of Minutes	The minutes from the November 15, 2005, Board meeting could not be approved because a quorum was	

Judy Schroeder	not present.	
4. Archivist's Report Maureen Watson	Maureen requested a \$190.00 budget for the Archivist for the upcoming year.	Vote postponed until a quorum can be reached.
5. Treasurer Marilyn Dow	The Treasurer's report from 11/01/05 through 12/31/06 reports total expenses of \$2,152.24 and income minus expenses of \$2,262.76. Total MHSLA assets as of 12/31/05 were \$53,364.81. As of 01/12/06, the 2005 Conference reports a loss of \$232.79.	
6. Audit Joan Emahiser	No report. The Audit committee has been asked to audit the expenses of the 2005 Conference because the Treasurer's report differs from the Conference Planning Committee's report.	
7. Bylaws Mary Hanson	No report.	
8. Conference Planning Pat Martin	No report.	
9. Local Arrangements Mike Simmons, 2006	Sparrow will provide all audio visual equipment. David Slawson, has been confirmed as the CE and keynote speaker (Librarians Role in Information Mastery). Debra Nelson Dunbar will present a CE on Conflict Management. The theme is MHSLA State University: A Capital Conference. The special event will feature a performance by the Michigan Troubadour and a tour of the Michigan Historical Museum.	
10. Education Yvonne Boudreau,	Excerpted from Yvonne's written report: The spring	

2006	<p>support staff educational event is currently being planned. More information is forthcoming and will be posted to the list. Contract letters will be sent to the two primary speakers for the 2006 conference. Debra Nelson Dunbar, from HR at Indiana University, will present an 8 hour CE class on Conflict Management. There will also be an overview of Michigan Go Local and an Ovid CE.</p> <p>The Education Committee applied for an MLA Leadership Education Challenge Grant. The application was denied on the basis that MHSLA is not a direct chapter of MLA. This was not clear, and several other groups like MHSLA applied as well. MLA offered to reimburse costs incurred by writing the grant.</p>	
<p>11. Membership</p> <p>Susan Kendall</p>	<p>Membership renewals were due on 12/31/05. Renewals are still coming in. As of 1/13/06 we have 61 personal memberships, 40 institutional memberships and 6 personal plus institutional memberships. 60 memberships have not yet been renewed, 3 memberships were dropped. A reminder has been sent out to everyone who did not renew. Susan provided the Board with a list of STAT!Ref subscribers who have not yet renewed.</p>	
<p>12. Nominating Committee</p> <p>Lea Ann McGaugh</p>	<p>No report.</p>	
<p>13. Publications Committee</p> <p>Jaime Blanck</p>	<p>Jaime Blanck will take over as editor of the MHSLA News beginning with the Spring 2006 issue. The current issue will be out soon. It is being proofread.</p> <p>The MHSLA News is currently produced using Adobe InDesign. The Publications Committee asks the Board to approve the purchase of this program for Jaime. The cost is \$179.00 through the MSU Computer Store, \$699.00 retail.</p> <p>Mike continues to update the Web site and manage the discussion lists.</p>	<p>Mike Simmons will look into using Network Solutions to host the web page. This will allow us to use forms and accept payments via PayPal and use other forms.</p> <p>Vote on budgetary item postponed until a quorum can be reached.</p>
<p>14. Research</p> <p>Alison Fountain</p>	<p>Alison has been corresponding with Valeria Long to continue working on the survey. They are editing the draft survey and will be meeting in January to finalize it.</p>	

<p>15. Resource Sharing and Group Purchasing</p> <p>Jennifer Barlow</p>	<p>The current group purchases include: Access Medicine, Natural Medicines Comprehensive Database, OVID, and STAT!Ref. Projects under investigation include: CINAHL with Full Text via EBSCO, MD Consult, Springer.</p> <p>Deb Adams developed a checklist of questions we are using in our discussions with vendors to standardize information gathering.</p> <p>Mike Simmons will be updating the Web site with more group purchasing information.</p> <p>Jennifer will investigate the possibility of weeding outdated NetLibrary titles from the Michigan eLibrary collection.</p> <p>MISHULS will be electronic after the April update of Serhold. It will be placed on the members only section of MHSLA web page.</p> <p>Extra titles from the NLM Duplicate Distribution Program are now being sent to Katrina devastated areas.</p>	
<p>16. Technology</p> <p>Valeria Long</p>	<p>Valeria will be assuming responsibility for cording the videoconferencing at the Board meetings. Alison and Valeria have been corresponding about the technology survey.</p> <p>Valeria will be investigating the appropriateness of a blog for MHSLA.</p>	
<p>17. ERHSLA</p> <p>Mary Fitzpatrick</p>	<p>No report.</p>	
<p>18. GMR</p> <p>Barbara Platts</p>	<p>No report.</p>	
<p>19. MDMLG</p> <p>Marilyn Kostrzewski</p>	<p>Marilyn presented a lengthy written report on recent MDMLG activities.</p>	
<p>20. MMHSL</p> <p>Mike Simmons</p>	<p>Mike reported on the MMHSL's 2006 conference planning activities. In July, 2006, Jaime Blanck will become MMHSL treasurer and Marilia Antunez will become secretary.</p>	

<p>21. NMHSLA</p> <p>Chris Allen</p>	<p>Chris submitted a written report updating us on the activities of the group.</p>	
<p>22. UPHSLC</p> <p>Linda Winslow</p>	<p>No report.</p>	
<p>23. WMHSLA</p> <p>Eleanor Lopez</p>	<p>No report.</p>	
<p>24. Old Business: Strategic Planning</p> <p>Jennifer Barlow</p>	<p>There was a Strategic Planning update with regional comments. The Strategic Planning Committee will meet on Wednesday, February 22 to coordinate and further revise the document.</p>	
<p>25. Old Business: Exhibiting at the Michigan Library Association Conference</p> <p>Jennifer Barlow</p>	<p>Ruth Holst finally acknowledged MHSLA's concerns about the exhibit award. We have still not been reimbursed. Jennifer said that the GMR said reimbursement was delayed by the holidays. We discussed the problem we encountered working with GMR. How beneficial is exhibiting and where should we consider exhibiting in the future? Suggestions MHHA and MSMS.</p>	
<p>26. New Business: Future Conference Planning</p>	<p>There was a proposal that conference planning committees be able meet earlier to gather information formation in a timely fashion.</p> <p>President-elect will select conference planning committee and/or appoint Education chair for the next year and be conference coordinator for current year.</p> <p>Two conference planning committees will always run concurrently.</p> <p>Local arrangements and education must continuously interface so items such as room needs, AV, etc., are communicated as early as possible for planning purposes.</p> <p>The goal is to unify communication avenues.</p> <p>The Conference Planning Committee will submit minutes to Board List serve as well as presenting at Board Meetings.</p>	

	<p>It was suggested that the person responsible for education be from the region or geographically close to the area responsible for local arrangements, to ensure better communication. There should not be two separate committees. Someone from the local group should be chosen to be responsible for education. If the local group is small, this person can solicit the help of many others throughout the state, but education should not be a distant group working separately from local arrangements.</p>	
<p>27. New Business: Dates for joint MHSLA /Midwest Chapter Conference</p> <p>Sandra Martin, 2008 Local Arrangements</p> <p>Ellen O'Donnell, 2008 Conference Coordinator</p>	<p>There are still two dates viable: October 3rd , or October 17 th .</p> <p>Ellen O'Donnell is the conference chair, in charge of budget and general conference oversight.</p> <p>The Local Arrangements Chair and Liaison to Midwest is Sandra Martin.</p> <p>The Education/CE: Chair is Carole Gilbert with Arlene Weismantel, Lynda Baker, and Mike Simmons.</p> <p>Pat Martin will do registration.</p> <p>Hospitality will be Karen Tubolino and Toni Janik.</p> <p>Jennifer Barlow and Marilyn Kostrzewski will take care of the Exhibitors.</p> <p>Members of Publicity and Promotion are Barb Platts, Pat Vinson, and Nandita Man.</p> <p>The theme will be Vital Signs.</p> <p>The site selection and formal invitation will be sent to Midwest on Friday, March 3, 2006 via electronic format.</p> <p>We will work with Jill Berkowitz from Groups to Go, as Conference Coordinator.</p>	
<p>28. Adjournment</p> <p>Arlene Weismantel</p>		