



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: November 15, 2005
MHSLA Executive Board Meeting
10:00 a.m.
Secretary : Judy Schroeder

Executive Board Member Roster

Names represented in **bold** indicate attendance

Officers: President – **Arlene Weismantel**, President-Elect – Pat Martin, Secretary – **Judy Schroeder**, Treasurer – **Marilyn Dow**, Archivist - Maureen Watson, Immediate Past-President – **Jennifer Barlow**

Standing Committee Chairs: Audit – Joan Emahiser, Bylaws - **Mary Hanson**, Conference Planning – **Pat Martin**, Education – **Yvonne Boudreau**, Local Arrangements – **Michael Simmons**, Membership - **Susan Kendall**, Nominating – **Lea Ann McGaugh**, Publications – **Jamie Blank**, Research – Alison Grodzinski, Resource Sharing – **Jennifer Barlow**, Technology – **Valeria Long**

Regional Group Reps: ERHSLA - **Doris Blauet**, GMR - Barbara Platts, MDMLG - **Marilyn Kostrzewski**, MMHSL- **Michael Simmons**, NMHSLA – Barbara Platts, UPHSLC - Linda Winslow, WMHSLA – **Eleanor Lopez**

All Motions are indicted in **bold**

Topic:	Conclusions/Recommendations/Actions:	Action Assignment:
1. Call to Order	President Arlene Weismantel called the meeting to order at 10:10 on November 15 th , 2005. The meeting was held at Michigan Library Consortium located in Lansing.	
2. President's Remark Arlene Weismantel	Arlene Weismantel mentioned that she would put together a weather alert chain. Alison Grodzinski, Reasearch, has had a baby boy named Lucas. Arlene Weismantel Motioned that we send flowers to Alison in honor of her baby boy. Jennifer Barlow seconded the motion. Motion carried.	Arlene will send the weather alert chain to all board members. Judy will send flowers to Alison.

	Arlene announced that our new Chair of Publications is Jamie Blank.	
3. Approval of Minutes Judy Schroeder	Yvonne Boudreau submitted the minutes from the August 2005 Board Meeting. Arlene said that only minor typographical changes needed to be made to the minutes. Arlene Weismantel Motioned that the August 2005 Board Meeting Minutes be approved. Lea Ann McGaugh seconded the Motion. Motion carried	
4. Archivist's Report Maureen Watson	Maureen Watson submitted a report which stated that she presented a poster at the Annual Conference entitled, "Minute by Minute: MHSLA Secretaries" which featured the people who have served a secretaries from 1977 to the present. Arlene Weismantel reported for Maureen. Ferris State officially accepted the MHSLA archive in a signing ceremony attended by Arlene Weismantel and Dr. David Eisler, President of Ferris State. The Ferris Library Dean, Dr. Richard Cochran, the Ferris Archivist, Melinda McMartin, and Maureen Watson were also present. The MHSLA Archives boxes will be stored together and items to be added will be forwarded to Maureen. Approximately, the last five years of records will still be in Maureen's office along with most of the pictures and program brochures.	
5. Treasurer's Report Marilyn Dow	Marilyn Dow submitted two reports. One for the 2005 Conference, the other for the months of September and October 2005. Marilyn reported that there are no outstanding expenses for the 2005 Conference. The ending balance is - \$1,204. Income of \$26,325.00 from registration fees and vendor exhibit fees. Expenses totaled \$27,529.49. During the months of September and October the total income from membership, and conference vendors and registration was \$4,535.00. Total expenses were \$25,172.43. Beginning checking account balance was \$48,067.06 and ending was \$27,328.62. Total	

	assets as of 10/31/2005 are \$56,008.03.	
6. Audit Joan Emahiser	No Report	
7. Bylaws Mary Hanson	Mary Hanson reported that the bylaws were revised and are posted on the web. Any additional changes to the bylaws must be received before the May Board Meeting.	
8. Conference Planning Local Arrangements Pat Martin	<p>Pat submitted a report and mentioned that her Committee met with Paul Trudell, Manager of the Kellog Center on October 14, 2005 for a tour of the facility and to review the contract.</p> <p>Mike Simmons submitted a report stating that the Committee reviewed the 2005 Conference Evaluations, as well as expense reimbursement polices, goals and scholarship policies. He suggested that we need to bring greater integration of all of the Conference planning committees, and that we need to plan much further in advance. Mike recommends that we make procedural changes to enable us to plan earlier than we have in the past. The Special Event will be Neil Woodward, wine and cheese with Michigan foods, and a historic museum tour. The Welcome Reception may include "Sparty". The Committee would like to increase exposure time with vendors, and emphasize quality education and CEs.</p>	
9. Education Yvonne Boudreau	<p>Yvonne Boudreau submitted a report saying that David Slawson, MD will be the keynote speaker as well as a presenter of an eight hour CE course at the 2006 Conference. A few other speakers have been identified and are being reviewed. Arlene Weismantel reported this also and said they are organizing the spring educational event.</p> <p>Valeria Long reported on Conference wrap-up. She mentioned that it would be better if the Committee members were able to work on arrangements earlier in order to coordinate with the Local Arrangements Committee. Jean Chabut did not work out as well as planned.</p>	

	<p>Arlene suggested that there be two different Conference Committees working at the same time so that they could work more than a year in advance.</p> <p>Pat Martin suggested that papers presented by peers should be showcased and given earlier in the Conference.</p>	
<p>10. Membership Susan Kendall</p>	<p>Susan Kendall reported that she is just starting the membership renewal process. She wants to reconcile her records to the Treasurer's records which do not coincide.</p> <p>Arlene Weismantel suggested that Susan and Marilyn get together to normalize procedures.</p> <p>Lea Ann McGaugh suggested that the Audit Committee look at the records.</p> <p>Lea Ann McGaugh Motioned that the Treasurer's records and the Membership records be compared with the Audit Committee. Mike Simmons seconded the Motion. Motion carried.</p>	<p>Susan Kendall and Marilyn Dow will compare the Membership records with the Audit Committee.</p>
<p>11. Nominating Committee Lea Ann McGaugh</p>	<p>Lea McGaugh submitted a report saying that a time-line for the Nominating Committee requirements had been developed and communicated to the Committee members.</p> <p>Lea Ann reported the Nominating Committee starts recruiting in January. They are open for suggestions.</p>	
<p>12. Publications Arlene Weismantel</p>	<p>Arlene Weismantel reported for Jamie Blank. The deadline for the next newsletter is December 1st.</p>	
<p>13. Research Alison Grodzinski</p>	<p>No report.</p>	
<p>14. Resource Sharing Jennifer Barlow</p>	<p>Jennifer Barlow reported for Resource Sharing and for Debora Adams, Group Purchasing. Group Purchasing is looking into possible purchases with Books @ Ovid, New England Journal of Medicine, and Springer. They are putting together specific questions to ask vendors.</p> <p>Jennifer is forming a team for Resource Sharing, which is reasonable for collection of ILL Statistics and the MSHLA Directory. They</p>	

	have representatives on MelCat Committee, and on the NLM Duplicate Distribution Project.	
15. Technology Valeria Long	<p>Valeria Long reported that the Technology Committee is identifying areas that need to be worked on.</p> <p>Val also commented on the 2005 Conference saying that Jean Chabut did not work out well as a speaker, and reiterated comments by the present Conference Planning Committee that planning needs to be done further in advance with more coordination between the Education Committee and conference planning. An expense report was submitted for the 2005 Education Committee Conference Budget.</p>	
16. Regional Group Reports ERSHLA Mary Fitzpatrick	<p>Lea Ann McGaugh reported for Mary Fitzpatrick, and a report was submitted by Mary Fitzpatrick. They discussed the 2005 Conference saying that the programs were not helpful to smaller one-person libraries. We need more focus on practice and less on philosophy with appeal to both old and new members. It was suggested that support for one-person libraries be included in the strategic plan. There should be an interest group for small libraries. Mentors should be included on the membership form for small libraries. Round tables at conference to address these issues.</p>	<p>Arlene asked Yvonne to take on the issues of round-tables for practices of librarianship. Arlene asked Val to look into blogs and list serves to discuss these issues.</p>
17. GMR Barbara Platts	<p>Barbara Platts submitted a report saying that RAC Technology Committee members will begin to review three additional Technology Improvement Awards for 2005/2006. \$5,000 is available technology upgrades. A schedule of classes being held in the region from September 2005 through March 2006 was submitted.</p>	
18. MDMLG Marilyn Kostrezowski	<p>Marilyn Kostrezowski submitted a report and mentioned that they were contacted to participate in a public TV summit on Health Care Issues in S.E. Michigan on November 18th.</p> <p>Sandra Martin will be the liaison between Midwest and MHSLA for the 2008 joint</p>	

	<p>Conference. Three potential dates were presented for the conference. Volunteer have been solicited from MDMLG membership. Sandra Martin has requested a teleconference with Midwest Chapter to discuss commencing of the plans required 33 months in advance. We are now at 35 months.</p> <p>Creation of a MDMLG blog was proposed. Approval was granted for a six-month trial. HFH will begin a blog for nurses and will be marketed as Nursing Journal Club.</p> <p>A full slate of officers for Mary election was announced and approved.</p> <p>The next program and meeting will be Dec. 8th at Provident Hospital and will be a discussion about making your department indispensable.</p> <p>The next CE program is in the spring and will be on Professional Leadership. The summer CE will be on Super Searching at WSU Shiffman Medical Library.</p> <p>MDMLG newsletter will be produced in PDF rather than HTML format beginning with the November issue.</p> <p>The Compensation and Benefits Survey will be sent out in the spring of 2006.</p> <p>Listserv archives are now a rolling 12 months on listserv. Lynda Baker and Sandra Martin will investigate digitalization through WSU.</p> <p>Candid photos displayed on the organization website are covered legally as they require a password for access. Doris Blauet, will include a disclaimer on the membership applications referring to candid photos.</p> <p>Approval was granted to change to a gender neutral language within the organization's by-laws.</p>	
<p>19. M-MHSL Michael Simmons</p>	<p>2006 Conference planning was their report. Michael Simmons reported that they also hosted the MLA web cast on Patient Safety.</p>	
<p>20. NMHSLA Chris Allen</p>	<p>Barbara Platts submitted a report from the Local Arrangements Committee on the 2005 Conference. Total expenses were \$19,257.98, Total Revenue was \$31,628.00, and Total Profit was \$12,370.02. Recommendations for future planning included:</p>	

	<ol style="list-style-type: none"> 1. Purchase software for online registration. 2. Create mechanism to accept credit cards. 3. Scholarship winners should all get the same package. 4. Have Education Committee develop logo and theme. 5. Include a place for late fee on registration form. 6. Have MHSLA Treasurer sign contract with conference center. 7. Maintain a student rate for registration. 8. Continue to solicit evaluations from exhibitors. 9. Put Exhibitor information on the conference web page. 10. Solicit information about MHSLA membership status on registration form. 11. Remove question about meals/breaks on the evaluation form. 12. Continue to solicit members to provide AV equipment. 13. There should be a formal close to each educational session by the facilitator. 14. Posters should remain up for the entire designated time. 15. Poster presenters should get certificates. 16. Review final bill and document. <p>The results of the 2005 Conference Evaluation were also submitted.</p>	
<p>21. UPHSLC Linda Winslow</p>	<p>No report.</p>	
<p>22. WMHSLA Eleanor Lopez</p>	<p>Eleanor Lopez reported that WMHSLA reviewed the conference CEs and programs at their meeting. Jennifer Barlow talked about the Stephen Abram “Recreating Services with New Technologies: Service Strategies for the New Millennium”. Judy Schroeder reported on the “Copyright and Electronic Licensing Issues presented by Marilu Goodyear. Maureen Watson reported on “Teaching Evidence-Based</p>	

	<p>Healthcare Resources” by Jan Glover and on the poster sessions.</p> <p>Bret hosted the MLA web cast on Patient Safety at St. Mary’s Lacks Cancer Center on November 16th.</p> <p>Jennifer Barlow reviewed the strategic plan. The group suggested advocacy and marketing ideas.</p>	
<p>23. Strategic Planning Jennifer Barlow</p>	<p>Jennifer Barlow reported on Strategic Planning. She is asking that regional groups put forward the strategic plan for discussion and feedback. They will continue to gather input and develop action steps. The Committee will define objectives in January.</p>	
<p>24. Ad Hoc Committee on Advocacy and Outreach Jennifer Barlow</p>	<p>Jennifer Barlow reported that the Committee is waiting for the Strategic Plan, and is asking for recruits. Mike Simmons suggested that the role of patient safety should be written up and submitted to organizations like MHA.</p>	
<p>25. Exhibiting at MLA Conference Jennifer Barlow</p>	<p>Jennifer reported the MHSLA booth at the MLA Conference was effective at showing NLM resources and talking about MHSLA membership. She wished there were a script about the benefits of MHSLA membership. Jennifer submitted a report stating what she mentioned above and that feedback from those who stopped at the exhibit were positive. Jennifer had extra expenses for tipping.</p> <p>Arlene Weismantel Motioned that Jennifer Barlow be reimbursed for expenses for tipping at the MLA Conference. Motion carried.</p>	<p>Marilyn Dow will reimburse Jennifer Barlow for tipping expenses.</p>
<p>26. Credit Card Payments Yvonne Boudreau</p>	<p>Yvonne Boudreau asked what has been looked into concerning software for handling credit card payments to MHSLA. Marilyn Dow spoke to a representative of the bank. The bank will keep track of transactions. She will look into more information and companies which will handle transactions for all payments to MHSLA, including members and vendors.</p>	<p>Marilyn Dow will investigate more companies which handle credit card transactions.</p>

<p>27. Dates for Midwest Conference Marilyn Kostrazowski</p>	<p>Marilyn Kostrazowski asked for suggestions on the best dates for the Midwest Conference. The available dates are: September 19th through 22nd, October 3rd through 7th, and October 17th through 21st.</p> <p>Arlene Weismantel Motioned that we suggest October 3rd through 7th as our first choice, and October 17th through 21st as our second choice. Jennifer Barlow seconded the Motion. Motion carried.</p>	<p>Marilyn will let the Midwest Rep know what our choices are.</p>
<p>28. Adjournment Arlene Weismantel</p>	<p>Arlene Weismantel adjourned the Board Meeting at 1:00 PM.</p>	