



# MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: September 13, 2005  
MHSLA Executive Board Meeting  
10:00 a.m.  
Secretary : Yvonne N. Boudreau

## Executive Board Member Roster

Names represented in **bold** indicate attendance

**Officers:** President – Jennifer Barlow, President-Elect – Arlene Weismantel, Secretary - Yvonne Boudreau, Treasurer – Marilyn Dow, Archivist - Maureen Watson, Immediate Past-President – Joan Emahiser.

**Standing Committee Chairs:** Audit - Patty Scholl, Bylaws - Mary Hanson, Education- Valeria Long, Local Arrangements - Barbara Platts – Conference Planning Committee - Arlene Weismantel, Membership - Susan Kendall, Nominating, Misa Mi, Publications - Arlene Weismantel, Research – Allison Grodzinski, Resource Sharing - Sandy Swanson, Technology - Michael Simmons.

**Regional Group Reps:** ERHSLA - Doris Blauet, GMR - Barbara Platts, MDMLG – Marilyn Kostrzewski, MMHSL- John Coffey, NMHSLA/UPHSLC – Barbara Platts, WMHSLA – Eleanor Lopez, 2007 Conference Local Arrangements Rep – Mary Fitzpatrick

All Motions are indicated in **bold** and **blue color**

Topic:	Conclusions/Recommendations/Actions:
<b>1. Call to Order</b> Jennifer Barlow	<b>The MHSLA Meeting was called to order at 10:00 a.m. at MLC in Lansing.</b> <b>Jennifer welcomed all of those in attendance.</b>
<b>2. President's Remarks</b> Jennifer Barlow	<b>Jennifer stated that with great satisfaction, the board decisions for 2004-2005 have been submitted. She stated that tons of great work has been done throughout the last year.</b> <b>Jennifer stated that the completion of the online procedure manual is considered to be a great success for the transfer of knowledge among committee and board members. Hopefully this will</b>

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	<p>always be considered a living and breathing document that will continue to be added to and tweaked in the future.</p> <p>Jennifer stated that disappointments for her in her reign as President include the U.P. Regional Group merger issue. She wished that more could have been done with the issue. Technology may assist this situation in the future.</p> <p>Jennifer stated that she would have liked to have sought out closer ties and coalitions with area organizations like MHA, MI State Medical Society, etc.</p> <p>Jennifer salutes the good work under way with the Strategic Planning Committee. This committee will continue throughout the upcoming years.</p> <p>Teleconferencing to Traverse City has been great and would like to explore connecting Janice Heather of Keweenaw Medical Center located in the UP.</p> <p>Jennifer would like to continue to encourage student participation. She would like to see a list of practicum locations for students posted to MHSLA website.</p> <p>Jennifer would like to see MHSLA explore the notion of subsidizing the cost of the President and President Elect to attend the annual Education Conferences. Their presence at the conference is essential.</p> <p>Lastly, with great pleasure, Jennifer stated that she had informed Chris Allen that she has won Librarian of the Year for 2005.</p>
<p>3. Approval of the Minutes</p> <p>Yvonne Boudreau</p>	<p>Yvonne Boudreau identified the suggestions made by Board Members for corrections to the previous meeting's Draft Minutes.</p> <p>Mary Hanson Motioned that the Minutes be approved upon completion of the fore stated corrections. Maureen Watson seconded the Motion. Motion carried.</p>

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<p>4. Archivist's Report Maureen Watson</p>	<p>Maureen stated that she would know later in the week whether of the MHSLA Archives would be able to be accessed by MHSLA members. Public will also have limited accessibility.</p> <p>All files are now acid free and approximately 20 boxes of documents exist. Also, several boxes of pictures exist.</p>
<p>5. Treasurer's Report Marilyn Dow</p>	<p>Marilyn reported the following:</p> <p><u>MHSLA Treasurer's Report</u> <u>07-01-2005 to 08-31-2005</u></p> <p><b>INCOME</b></p> <p>Membership     \$60.00</p> <p>Conference 2005 Vendors     \$300.00 Registration \$15,080.00</p> <p>Income total \$15,440.00</p> <p><b>EXPENSES</b></p> <p>Board expenses Ballot mailing     \$59.20 Meals             \$75.90 Teleconference fees     \$146.92 Donation - Children's Miracle Network     \$50.00 MHSLA Banners     \$45.00</p> <p>Conference 2005 Opening reception presentation     \$225.00</p> <p>Mailing \$201.07 Transportation \$670.00</p>

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Local arrangements supplies	\$51.92
Plaque	\$53.50
Registration refunds	\$375.00
MLA Conference 10/16/2006	
	\$700.00
Conference 10/2006	
Expenses total	\$2,653.51
Other debit items	
transfer from checking to CD	\$3,552.50
Total Debit	\$6,206.01
Total income less expenses	\$9,233.99

MHSLA Treasurer's Report  
07-01-2005 to 08-31-2005

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**Conference 2005**

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**Conference 10/2006 \$700.00**

**Expenses total \$2,653.51**

**Other debit items**

**transfer from checking to CD \$3,552.50**

**Total Debit \$6,206.01**

**Total income less expenses \$9,233.99**

**Beginning checking account balance**

**(from 6-2005 treasurer's report) \$38,833.07**

**Ending balance checking account \$48,067.06**

**Certificate of Deposit \$15,000.00**

**MLC deposit account \$13,679.41**

**The members noted a few discrepancies. Changes will be made pending audit.**

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<p><b>6. Review of Committee Reports</b></p> <p><b>Audit Patty Scholl</b></p>	<p><b>No Report</b></p>
<p><b>Bylaws Committee</b></p> <p><b>Mary Hanson</b></p>	<p><b>Mary reports that the committee has finalized the proposed bylaw changes and has also sent each member a written notice of the changes to be presented at the General Membership Meeting.</b></p>
<p><b>Conference Planning Committee</b></p> <p><b>Arlene Weismantel</b></p>	<p><b>Arlene passed out a preliminary President Elect Annual Report. The report read as follows:</b></p> <p><b>I consulted with several previous President-Elects upon assuming this position. In their role as the Conference Planning Chair, most previous President-Elects felt as though Conference plans were well underway by the time they took office and that they had no ability to change the direction of the Conference they were supposedly responsible for. The President-Elect has one concrete task related to Conference planning, that of producing a budget and determining conference rates. This task does not allow for significantly altering expenses should they be determined to be excessive or inappropriate, as contractual agreements with speakers and hotels have already been made.</b></p> <p><b>I would recommend that this be acknowledged in the Procedure Manual for the President-Elect and that the President-Elect take a greater role in overseeing the conference for the following year. The President-Elect could then make sure that conference planning gets off to a strong start and would be able to address potential problems before commitments have been made with conference venues. MHSLA needs to acknowledge that procuring a facility and speakers needs to take place two years in advance, not one, especially in major metropolitan areas.</b></p>

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	<p><b>As President Elect, Arlene submitted the following information:</b></p> <p><b>Board Members and Meetings for 2006</b> <b>The following people have accepted positions as appointed committee chairpersons:</b></p> <p><b>Audit: Joan Emahiser</b> <b>Bylaws: Mary Hanson</b> <b>Education: Yvonne Boudreau</b> <b>Local Arrangements: Michael Simmons</b> <b>Membership: Susan Kendall</b></p> <p><b>Publications: Arlene Weismantel</b> <b>Research: Alison Grodzinski</b> <b>Resource Sharing: Undetermined</b> <b>Technology: Valeria Long</b></p> <p><b>The conference room at MLC has been reserved from 10:00-1:00 on the following dates.</b></p> <p><b>Tuesday, January 17</b> <b>Tuesday, March 21</b> <b>Tuesday, May 16</b> <b>Tuesday, July 18</b> <b>Tuesday, September 19</b> <b>Tuesday, November 21</b></p>
<p><b>Local Arrangements Committee</b></p> <p><b>Barb Platts</b></p>	<p><b>Barb reported the following:</b></p> <p><b>Exhibitors – To date, 15 exhibitors have registered and paid to participate at the conference. Three exhibitors are sponsoring Lunch &amp; Learn sessions. Sponsorship/product support fees, table fees, and Internet charges have netted \$9650.</b></p> <p><b>Final Program – The final program will be printed the week of September 12th. Poster and</b></p>

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	<p>contributed paper information have been added to the program. Ten posters and three contributed papers have been submitted.</p> <p>Conference Registration – As of Friday, September 9, 2005, there are 56 people registered for Wednesday, 53 people registered for the Opening Reception, 56 people registered for Thursday, 52 people registered for Friday (not including exhibitors), and 52 people registered for the Special Event. There have been 2 requests for refunds for the Special Event and 1 request for a full conference refund. There are no conference attendees on the waiting list for rooms.</p> <p>Costs – We have been able to negotiate 2004 meal prices for the 2005 meals. We have been able to get space for posters and exhibitors, tables for posters, and hospitality space at no cost.</p>
<p><b>Education Committee</b> <b>Valeria Long</b></p>	<p>Valeria had submitted the Annual report and discussed the highlights. Also, the mileage reimbursement fees have increased and will apply to this years' speakers.</p>
<p><b>Membership Committee</b> <b>Susan Kendall</b></p>	<p>Susan reported that there are:</p> <ul style="list-style-type: none"> <li><b>100 personal memberships</b></li> <li><b>76 Institutional memberships</b></li> <li><b>12 dual memberships</b></li> </ul> <p>Susan suggested that MHSLA consider the availability of “online registration “ for membership and conferences.</p> <p>Software and liability issues for online registration will be researched.</p>



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<p><b>Nominating Committee</b></p> <p><b>Misa Mi</b></p>	<p>Misa submitted following election results:</p> <p><b><u>PRESIDENT-ELECT</u></b></p> <p>Patricia W. Martin <b>**elected**</b></p> <p><b><u>SECRETARY</u></b></p> <p>Judy Schroeder <b>**elected**</b></p> <p><b><u>NOMINATING COMMITTEE</u></b></p> <p>Leslie Behm William E. Grant <b>**elected**</b> Gale Oren Nancy Bulgareli <b>**elected**</b></p> <p>Lea Ann McGaugh <b>**elected**</b> Chair</p> <p>The ballots were counted by the Elections Committee consisting of Misa Mi, Daria Drobny, and Patricia Supnick at Children’s Hospital of Michigan on September 9, 2005.</p> <p>94 ballots were valid. 1 ballot was invalid since it was not postmarked three weeks prior to the Annual Business Meeting.</p>
<p><b>Publications Committee</b></p> <p><b>Arlene Weismantel</b></p>	<p>Arlene reported that the survey regarding the online version of newsletter verses the print version of the newsletter is in the works.</p> <p>Also pictures are needed. Send files to Arlene.</p> <p>A special thanks to given to Mike Simmons for maintaining the MHSLA website.</p>

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	<p>It was suggested that pictures of the MHSLA Officers be posted to the website.</p> <p>Security issues were discussed. It was determined that pictures would be posted to the "Members only" section of the website. Pictures posted to the "open web" will not list names along side of the pictures.</p>
<p><b>Research Committee</b> <b>Alison Grodzinski</b></p>	<p>Alison reported that the survey would be "ready to go" this fall and that the committee is in the implementation phase of the process.</p>
<p><b>Resource Sharing Committee</b> <b>Sandy Swanson</b></p>	<p>The procedures for MIHSULS are being worked on presently.</p> <p>Not all recipients are receiving surplus books from the NLM duplicate book placement project. A fair distribution policy is being created and MHSLA's role in the distribution is being discussed.</p>
<p><b>Group Purchasing</b> <b>Deb Adams</b></p>	<p>The following information was submitted.</p> <p>A grid has been developed to begin tracking group purchases and vendors. StatRef renewal is going smoothly. Teton has agreed to entertain requests to add libraries from surrounding states and Ontario under the MHSLA contract. Teton is also working on "COUNTER compliance" to produce usage statistics that will be in compliance with the COUNTER project standards. This should provide usage statistics by title for both individual libraries and the consortium.</p> <p>The subcommittee is investigating options for adding NetLibrary books to the existing collection.</p> <p>The group purchasing web pages on the MHSLA website will be revised and expanded to further provide information to members about the products available, including the latest Wiley journal proposal.</p> <p>A NetLibrary book weeding process was discussed. Jennifer will follow up.</p>

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<p><b>Technology Committee</b> <b>Michael Simmons</b></p>	<p><b>No report.</b></p>
<p><b>7. Regional Group Reports</b>  <b>ERHSLA</b>  <b>Doris Blauet</b></p>	<p><b>Doris reported the following:</b></p> <p><b>The group met several times over the course of the year primarily to investigate locations for the 2007 conference. We visited one site and obtained information from several others. Based on location and cost, the group decided upon the Doubletree Inn in Bay City. The dates for the 2007 conference will be September 26-28, 2007.</b></p> <p><b>The group also met to discuss the renewal of our subscriptions to OVID and StatRef.</b></p>
<p><b>GMR Regional Council</b>  <b>Barb Platts</b></p>	<p><b>Barb reported the following:</b></p> <p><b>RAC Technology Committee members will meet in September to review three Technology Awards for 2005. Up to \$5,000 is available for costs associated with upgrading technology. Five awards will be made in 2005/2006. Proposals not funded may be resubmitted in subsequent years.</b></p> <p><b>The purpose of Technology Improvement Award is to improve information services to health professionals and health care consumers; to improve the adequacy of Internet connections in NN/LM GMR libraries; or to introduce National Library of Medicine (NLM) services to a hospital that previously lacked access to these services.</b></p>

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<b>Classes</b>			
<b>Date/Time</b>	<b>Class</b>	<b>Location</b>	<b>Instructor</b>
<b>September 2005</b>			
September 26	PubMed (1 day)	Indianapolis, IN	NTCC
September 27	NLM Gateway & Clinical Trials (1/2 day)	Indianapolis, IN	NTCC
<b>December 2005</b>			
December 12	PubMed (1 day)	Chicago, IL	NTCC
<b>January 2006</b>			
<b>February 2006</b>			
February 27	PubMed	Ann Arbor, MI	NTCC
February 28	NLM Gateway & Clinical Trials	Ann Arbor, MI	NTCC
<b>March 2006</b>			
March 1-3	Introduction to Molecular Biology Information Resources (3 days)	Ann Arbor, MI	NTCC

<b>Conference/Event Schedules 2005</b>		
<b>Date</b>	<b>Conference</b>	<b>Location</b>
<b>September 2005</b>		
Sept. 14-17	Kentucky Library Association	Louisville, KY
Sept. 21-23	Michigan Health Sciences Library Association	Thompsonville, MI
Sept. 21-23	Minnesota Library Association	Minneapolis, MN
Sept. 21-23	North Dakota Library Association	Grand Forks, ND
<b>October 2005</b>		
Oct. 5-7	Ohio Library Council	Columbus, OH
Oct. 5-7	South Dakota Library Association	Pierre, SD
Oct. 11-15	Illinois Library Association	Peoria, IL
Oct. 19-21	Iowa Library Association	Dubuque, IA
Oct. 25-28	Wisconsin Library Association	La Crosse, WI

<b>Conference/Event Schedules 2006</b>		
<b>Date</b>	<b>Conference</b>	<b>Location</b>
September 28-30	Minnesota Library Association Conference	St. Paul, MN
October 25-28	Michigan Library Association Conference	Grand Rapids, MI
October 25-28	Wisconsin Library Association Conference	La Crosse, WI

<p><b>MDMLG</b></p> <p>Marilyn Kostrzewski</p>	<p>Marilyn reported the following information:</p> <ul style="list-style-type: none"> <li>• <b>General Business Meeting and Program on Thursday, September 8, 2005 was hosted by Daria Drobny at the Rehabilitation Institute of Michigan. A very informative panel presentation on the "Universal Accessibility in Libraries" provided much insight and highlighted the diverse patron needs and libraries' challenges to meet them. An overview of RIM's resource center was presented by Daria. Cathey McAdam described her work in promoting the needs of the disabled, while she and Ghassan Sourì demonstrated the newest in adaptive and assistive devices for use with computers and other technological resources.</b></li> <li>• <b>On December 8, 2005 a panel discussion concerning "Saving your Library" will be held at Providence Hospital, Southfield. Additionally, a brown bag will deal with Ref Work and End</b></li> </ul> <p><b>Note. See the web page for further details.</b></p> <ul style="list-style-type: none"> <li>• <b>Membership renewals should be in. Check the new directory to see if yours if up to date.</b></li> <li>• <b>Chris Jones, Biloxi VA, formerly from the Detroit area, reported that the library is intact, but over 26% of the hospital staff have lost everything and she is now coordinating recovery for the entire hospital. See Karen Tubolino for more details.</b></li> <li>• <b>MDMLG will present a poster at MHSLA conference.</b></li> <li>• <b>A salary and benefit survey will occur in 2006.</b></li> <li>• <b>The member password for the web page will change next week.</b></li> </ul>
<p><b>MMHSL</b></p> <p>John Coffey</p>	<p><b>Mike Simmons reported for John Coffey who reported that Local Arrangements Committee is meeting later in the week at the Historical Museum to discuss the upcoming conference.</b></p>

<p><b>NMHSLA/ UPHSLA</b></p> <p><b>Barb Platts</b></p>	<p style="text-align: center;"><b>NMHSLG/UPHSLA REGIONAL REPORT</b> <b>September 13, 2005</b></p> <p><b><u>Keweenaw Medical Center</u> – No report.</b></p> <p><b><u>Marquette General Hospital</u> – Linda Winslow reports that the Health Information Center at Marquette General Health System has experienced one of those wonderful warm summers and it seems to be continuing into September. Patrons are using their Diabetes cookbook collection often. As a result, they have partnered with the Diabetes Educators to increase the size of the collection. They have started purchasing DVD’s and are creating a corner for a Brain Tumor resource area in partnership with the brain Tumor Support Group.</b></p> <p><b><u>Munson Healthcare</u> – Barb Platts reports that the department has been busy planning the upcoming conference at Crystal Mountain Resort next week. The Department of Library Services presented a program on Health Literacy as part of the weekly Physician’s CME Program. The department is working with West Shore Hospital in Manistee to resurrect their Library. Books and online resources have been purchased.</b></p> <p><b>The Community Health Library is presenting two programs for the community on searching for health information on the Internet and facilitating a book discussion as part of a community wide reading initiative called Traverse City Reads. The library is also wrapping up their part of the Let’s Get Moving Northern Michigan Program.</b></p> <p><b><u>Mercy Hospital Cadillac</u> - Kim Benz reports that they are wrapping up the Let’s Get Moving Northern Michigan Program and are looking ahead to the Winter Wellness program that will start in early January. Other community programming includes sessions on Men’s Health, Blood Pressure Screenings, CPR, and Stroke Awareness. The department also plays a pivotal role in the Cadillac Community Health Coalition.</b></p> <p><b>CME Programs for the physicians are up and running and include topics on Bipolar Disorder, Pain Management, and Influenza for the month of September.</b></p> <p><b>Many new consumer health books are being catalogued and added to the library’s collection.</b></p>
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	<p><u>Mercy Hospital Grayling</u> – No Report.</p> <p><u>Northern Michigan Hospital</u> – No Report</p>
<p><b>WMHSLA</b></p> <p>Eleanor Lopez</p>	<p>Eleanor reported the following:</p> <p>The WMHSLA group plans to meet the week after the MHSLA conference on Friday, September 30<sup>th</sup>. The group will open with a discussion or report on conference sessions they attended. Jennifer will report on the business meeting.</p> <p>The WMHSLA will sponsor the upcoming MLA webcast in November, entitled, “Keeping Patients Safe: Roles for Information Professionals”. It’s scheduled for Wednesday, November 16<sup>th</sup> from 1:00-3:00pm central time.</p> <p>The location will be St Mary’s Lacks Cancer Center Conference room (limited to 50 people). Registration includes 2 MLA CE contact hours. More information is forthcoming.</p>
<p><b>Old Business</b></p> <p>GMR Exhibit Award</p> <p>Jennifer Barlow</p>	<p>Ruth Holst contacted Jennifer and MHSLA has been awarded the GMR Exhibit Award to attend the MLA At the Amway Grand Plaza Oct 25-28, 2005.</p> <p>WSU has paid the MHSLA Membership dues.</p>
<p><b>New Business</b></p> <p>MLA Silent Auction</p> <p>Jennifer Barlow</p>	<p><b>Doris Blauet Motioned to purchase a copy of the Scott Litin’s “Mayo Clinic Family Health Book” to the MLA Silent Auction which will be held this October at the Michigan Library Association Conference. Eleanor Lopez seconded the Motion. Motion carried.</b></p>

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<b>Adjournment</b> <b>Jennifer Barlow</b>	<b>With no further business to discuss, Jennifer Barlow adjourned the meeting.</b>
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