



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: July 19, 2005

MHSLA Executive Board Meeting

10:00 a.m.

Secretary : Yvonne N. Boudreau

Minutes prepared by Marilyn Dow

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 – 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:	Action Assignment:
1. Call to Order Jennifer Barlow	The MHSLA Meeting was called to order at 10:00am at MLC in Lansing. Jennifer welcomed all of those in attendance.	
2. President's Remarks Jennifer Barlow	Everyone was reminded to identify themselves when speaking today and to make sure that the microphone is near them. Ellen Marks at Wayne State University and Ann Mattson of Michigan Department of Community Health have been contacted to remind them of their	

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	<p>lapsed MHSLA membership.</p> <p>Revision to the Procedure Manual have been completed and submitted to Mike Simmons to add to the online manual.</p> <p>A second opinion was sought on hiring a CPA for the audit. Jennifer discussed this with Bruce Justin who indicated that the quote of \$3000 for a first time audit was not unreasonable. He advised that there are three levels of an accounting review: 1) Audit which is a full review. 2) Review – less formal, also done by a CPA and 3) Compilation - a review done with the data provided by the organization being reviewed and taken at face value by the reviewer with no analysis offered. His advice was if it's not broke don't fix it. So the recommendation is to leave the procedure as it is. A member audit will be done. The Audit Committee will review their procedures.</p>	
<p>3. Approval of the Minutes Yvonne Boudreau</p>	<p>Yvonne Boudreau identified the suggestions made by Board Members for corrections to the previous meeting's Draft Minutes. They were typos and corrections of syntax rather than substantive changes.</p> <p>Valeria Long Motioned that the Minutes be approved upon completion of the fore stated corrections. Eleanor Lopez seconded the Motion. Motion carried.</p>	<p>Yvonne will make corrections and email the final minutes to Mike to post to website.</p>
<p>4. Archivist's Report Maureen Watson</p>	<p>The MHSLA archives will be retained by Ferris State University under the direction of archivist Melinda McMartin. Maureen and Melinda will make arrangements for a formal presentation of the 23 boxes now stored by Maureen. No fees will be incurred at this time. Maureen will discuss an agreement with Ferris regarding ownership and access. Discussion was held as to limitation of access by non-members and if that was to be allowed by permission of the Board.</p>	<p>Maureen will explore an agreement with Ferris State University and will check on restrictions to access.</p>

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<p>5. Treasurer's Report Marilyn Dow</p>	<p>Treasurer's report; Total Assets of MHSLA are \$50,077.93. This includes \$13,679.41 in a deposit account with MLC. In addition, a CD on deposit with Standard Federal Bank matures July 20, 2005. The renewal amount is \$11,447.50. It was recommended that funds be transferred from the checking account to the CD to increase the amount to \$15,000. This would yield a higher interest rate, from 3.50% to 3.75%. A current rate sheet from the bank with all options was provided to Board members. Joan Emaheiser Motioned to approve the transfer of funds from the checking account to renew the CD with \$15,000 for a period of one year. Marilyn Kostrzewski seconded the Motion. Motion carried.</p>	<p>Marilyn Dow will renew the CD as directed.</p>
<p>6. Review of Committee Reports Audit Patty Scholl</p>	<p>No report.</p>	
<p>Bylaws Committee Mary Hanson</p>	<p>Mary Hanson provided proposed changes to the Bylaws. Article V. Officers Section 1 Election and terms of office. The phrase <i>hereinafter referred to as the Board</i> to be deleted and all subsequent occurrences of <i>Board</i> changed to <i>Executive Board</i>. Joan Emaheiser Motioned to approve changes to the Bylaws. Mike Simmons seconded the Motion. Motion carried.</p>	<p>Changes will be presented to the Membership at the September meeting.</p>
<p>Conference Planning Committee Arlene Weismantel</p>	<p>Jennifer Barlow reported for the Committee chair that was not present. There are 13 paid vendors this year. The cost for a guest at the opening reception will be \$35.00.</p>	
<p>Local Arrangements Committee Barb Platts</p>	<p>Barb reports that the conference planning is progressing and details are being handled as they come up.</p>	

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<p>Education Committee Valeria Long</p>	<p>Valeria reports that 10 posters and three papers have been accepted for the Conference.</p> <p>Nine student scholarship applications were received, none from U-M so it was decided that two will be picked. With two alternates they are: 1.) Bonnie Fortin 2.) Jill Turner 3.) Annette Lotharp 4.) Diane Gardner.</p> <p>Member scholarship was awarded to Jessica Rush.</p> <p>Valeria will put together a conference evaluation form, including items on education as well as local arrangements.</p>	<p>Valeria Long will notify all scholarship recipients</p>
<p>Local Arrangement Committee 2007 Mary Fitzpatrick</p>	<p>No report.</p>	
<p>Membership Committee Susan Kendall</p>	<p>Susan reported that we received one new personal membership. The MDCH renewal was received. All membership renewals must be received very soon since the subscription renewal date for StatRef is 9/30/2005. Sandy Swanson reports that there are currently 40 participants in StatRef. We can maintain the same price for all members if the last one [WSU] does not renew, but will not be able to add any additional books to the package.</p>	<p>Jennifer will make a personal phone call to delinquent members.</p>
<p>Nominating Committee Misa Mi</p>	<p>Report submitted. The Ballot is included in the Committee Report. Discussion was held concerning whether a reference on the ballot to see the website for biographical information on the candidates. It was agreed that according to the Bylaws this was something that needed to be included with the ballot. Since it's too late to change the Bylaws on this now, it was suggested that the Nominating Committee and the Bylaws Committee work on this next year.</p>	

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<p>Publications Committee Arlene Weismantel</p>	<p>Mike Simmons provide a report for Arlene who was not present. He has received 6 or 7 new requests to join the email discussion list.</p>	
<p>Research Committee Alison Grodzinski</p>	<p>Alison was not present; no report.</p>	
<p>Resource Sharing Committee Sandy Swanson</p>	<p>Sandy reports that the Group Purchasing has met and is looking at other databases. Deb Adams of Botsford Hospital library is working on getting something together. Jennifer Barlow will ask Deb to provide an update for the next newsletter.</p>	
<p>Technology Committee Michael Simmons</p>	<p>Mike reports that he is working in collaboration with the Research Committee in the development of the MHSLA Member survey.</p>	
<p>7. Regional Group Reports</p>		
<p>ERHSLA Doris Blauet</p>	<p>No report.</p>	
<p>GMR Regional Council Barb Platts</p>	<p>Barb sent a report Mike Simmons will be attending the GMR RAC meeting on August 8, 2005.</p>	

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MDMLG Marilyn Kostrzewski	Marilyn handed out a report. The next meeting will be September 8 at the Rehabilitation Institute of Michigan in Detroit. The program is a panel discussion titled "Universal Accessibility in Libraries".	
MMHSL John Coffey	Report submitted	
NMHSLA/ UPHSLA Barb Platts	Report submitted	
WMHSLA Eleanor Lopez	No report	
Old Business Strategic Planning Committee	Jennifer Barlow handed out a Second Draft of the MHSLA Strategic Plan. Discussion was regarding benefits of membership. Support for the profession was agreed to be important.	
GMR Exhibit award Jennifer Barlow	Jennifer has submitted an application for \$2000 for an exhibit at the Michigan Library Association conference October 25 – October 28. Request for \$600 from MHSLA for payment of exhibit expenses was requested. Mike Simmons Motioned to approve payment of \$600 for the MHSLA exhibit at	

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	<p>the MLA conference. Marilyn Kostrzewski seconded the Motion. Motion carried.</p>	
<p>New Business Librarian of the Year</p>	<p>Only one application was received, for Chris Allen; Barb Platts sent an addendum.</p> <p>Valeria Long Motioned to approve the nomination of Chris Allen as Librarian of the Year. Eleanor Lopez seconded the Motion. Motion carried.</p>	
<p>Adjournment Jennifer Barlow</p>	<p>Marilyn Kostrzewski made a Motion to Adjourn, Marilyn Dow seconded and Jennifer Barlow adjourned the meeting at 1:10p.m.</p>	