



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: May 24th, 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 – 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 – Alternate Diane Balint, MMHSL- John Coffey, NMHSLA/UPHSLC – Barbara Platts, WMHSLA – Alternate Brett Powers, 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	Jennifer reported that the charge for holding the MHSLA Board Meetings at MLC has been determined to be \$50.00 which includes the use of the Boardroom, equipment and tech support. The Telecommunication charges for the meetings were \$152.00. Jennifer reported that due to a clerical error in one of the Committee's final	

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	<p>reports, the 2004 Conference Cost had been incorrectly reported. The actual net loss for the subsidized 2004 MHSLA Conference is \$9769.00.</p> <p>The inadvertent error has lead to the Procedure Manual being updated as follows:</p> <ol style="list-style-type: none"> 1. Local arrangements committee should retain all conference registrations, copies of checks, and other financial records until after the Audit is completed the following spring. 2. Registration committee, Vendor committee, and Treasurer should itemize deposits and identify them as conference registration, vendor registration, membership fees, or donation. <p>Jennifer stated that other additions to the Procedure Manual include specifics on; the GMR Exhibit Award, Board Listserv Subscription maintenance, Bonding of the Treasurer, Resident Agent, the reserving of teleconference equipment by the President Elect and the handling of lunch arrangements by the Secretary.</p> <p>Jennifer reported that she is still looking into the hiring an accounting service. This is based on the recommendation of the lawyer who assisted with MHSLA's incorporation.</p> <p>Jennifer stated that she would send an application for MHSLA to receive the GMR Exhibit Award. The award will cover most if not all expenses incurred for four people to man a MHSLA table at the Michigan Library Associations annual meeting held at the Amway Grand on October 25-28, 2005. It was suggested that the four people who represent the table are: President, President Elect, Local Area Representative and GMR Representative. Volunteers are being sought.</p>	
<p>3. Approval of the Minutes</p>	<p>Yvonne Boudreau identified the suggestions made by Board Members for corrections to the previous meeting's Draft Minutes.</p>	<p>Yvonne will make corrections and email final</p>

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<p>Yvonne Boudreau</p>	<p>Valeria Long Motioned that the Minutes be approved upon completion of the fore stated corrections. Doris Blauet seconded the Motion. Motion carried.</p>	<p>minutes to Mike to post to website.</p>
<p>4. Archivist's Report Maureen Watson</p>	<p>Maureen reported that her "summer project" would be to move MHSLA photographs into the new acid-free photo albums. She is also considering ideas for a poster to be submitted in the 2005 Conference.</p>	
<p>5. Treasurer's Report Marilyn Dow</p>	<p>Marilyn reports that the bills incurred by the expenses for the 2005 Conference are being paid. She also submitted the Treasurer's report which states that the Total Assets of MHSLA are \$47, 370.94.</p>	
<p>6. Review of Committee Reports Audit Patty Scholl</p>	<p>Patty Scholl reports that Audit Committee (Patty Scholl, Doris Blauet, and Cathy Eames) had met on March 25th to review the financial records for the fiscal year 2004 through October 31st. It was reported that with the exception of the 2004 Conference expenses / revenues which, at the time, were not available, all was in exceptional order.</p> <p>A huge "thank you" was expressed to Janet Zimmerman, past MHSLA Treasurer for all of her hard work in keeping the books in order according to the procedures.</p> <p>The checkbook was reconciled through check #350. The Audit Committee recommends that in the future the Treasurer itemize the checking account deposits and indicate which amounts are conference registration, membership renewal or vendor donations/fees for the next fiscal year.</p>	
<p>Bylaws Committee Mary Hanson</p>	<p>Mary reports that Mike Simmons has submitted a request to re-word two items within the Bylaws that contain confusing language.</p> <p>Mary stated that her Committee all agreed that the wording does not need to be re-worded.</p>	

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	<p>After discussion, it was concluded that some minor revisions would be helpful to avoid confusion. The Bylaws Committee will prepare a proposal for revisions.</p>	
<p>Conference Planning Committee Arlene Weismantel</p>	<p>Arlene reported that the Conference is progressing nicely and deferred to LAC and Education Committee Chair for their reports.</p>	
<p>Local Arrangements Committee Barb Platts</p>	<p>Barb reports that 12 Exhibitors have been secured with \$4,200 being committed for sponsorships. Two "Lunch and Learns" had been secured.</p> <p>Also, 220 registration packets will be sent out on June 20th. Early registration ends on August 1st and a \$50.00 late fee will be added to registrations post marked after August 1.</p> <p>Also, no registration forms will be processed unless a check accompanies the registration form.</p> <p>Barb also stated that she is looking into purchasing a new MHSLA banner.</p>	
<p>Education Committee Valeria Long</p>	<p>Valeria reports that the Thursday afternoon General Session CE Speaker has been secured. All other programming is complete.</p> <p>Valeria also reported that a support staff workshop was held on May 11 at MLC with 13 people in attendance. Participants learned about MeL gateway from instructor Sandy Swanson.</p>	
<p>Local Arrangement Committee 2007</p>	<p>Mary Fitzpatrick stated that the Conference for 2007 would be held at Double Tree Hotel on the riverfront on September 26, 27, and 28 in Bay City.</p>	

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<p>Mary Fitzpatrick</p>	<p>Doris Blauet Motioned to approve the dates of the 2007 Conference as being September 26, 27, 28 of 2007. Diana Balint seconded the Motion. Motion carried.</p>	
<p>Membership Committee Susan Kendall</p>	<p>Susan reported that MHSLA has 152 total people in the Membership Database. Susan also reported that WSU and the Michigan Department of Community Health (MDCH) are delinquent with their membership dues. Both are participating in the Stat!Ref consortia pricing benefits.</p> <p>Mary Hanson Moved that the MHSLA President write a firm letter to Ellen Marks of WSU and place a phone call to Ann Mattson of MDCH that would explain that the MHSLA Membership dues are severely past due. Joan Emahiser seconded the Motion. Motion carried.</p>	<p>Jennifer will draft and send letter to delinquent members.</p>
<p>Nominating Committee Misa Mi</p>	<p>Misa reports that the 2005-2006 MHSLA slate is complete and consent forms from each candidate have been received. The Slate will be mailed out by May 31st.</p> <p>Biographical profiles and photos from each candidate will be posted to the Member's portion of the MHSLA Website.</p> <p>Sandy Swanson withdrew as a candidate for the Nominating Committee.</p> <p>The Slate will be mailed out without Biographiesiographies.</p> <p>Mary Hanson Motioned to approve the 2005-2006 MHSLA Slate of new Officers and Committee Members submitted by the Nominating Committee. Doris Blauet seconded the Motion. Motion carried.</p>	
<p>Publications Committee Arlene Weismantel</p>	<p>Arlene reports that the new issue of <i>MHSLA News</i> in the process of being made.</p> <p>Joan Emahiser asked if Arlene has received any Member feedback on the new online version of <i>MHSLA News</i>. Arlene stated that positive comments have been received on new features such as hyperlinks. Negative feedback was</p>	

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	<p>provided by one member who had had difficulty accessing the online version using the MHSLA website passwords.</p>	
<p>Research Committee Alison Grodzinski</p>	<p>Alison reports that an initial survey tool is still in the process of being developed. A distribution list is being created from the Membership database. Also, survey analysis software is being investigated.</p>	
<p>Resource Sharing Committee Sandy Swanson</p>	<p>Sandy reports that she is collecting and reporting ILL statistics as well as reformatting the data from DOCLINE to create MISHULS.</p> <p>MHSLA has a \$13,679.41 credit balance with Stat!Ref, A new Stat!Ref interface is being rolled out in the near future. New titles will need to be selected this Fall. Renewal letters are being sent out in July.</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 ERHSLA Doris Blauet</p>	<p>Doris reports that the group has met at the Double Tree Hotel.</p>	
<p>GMR Regional Council Barb Platts</p>	<p>Barb reports that four institutions submitted applications for the GMR's Technology Improvement Award of \$5000.00. GMR provided funding for five awards.</p>	

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<p>MDMLG Marilyn Kostrzewski</p>	<p>Marilyn reports that the Summer Luncheon will be held on June 16th.</p> <p>The first annual MDMLG Student Scholarship went to WSU LIS Program student Jill Turner.</p> <p>A CE Program will be held on July 26th with Dr. Lynda Baker of WSU presenting a course on “How to Evaluate Research Studies”.</p> <p>New Election results are as follows:</p> <p>President Elect - Alexia Estabrook</p> <p>Membership - Doris Blauet</p> <p>Nominating Committee - Toni Janik, Marie-Lise Shams and Andrea Rogers.</p>	
<p>MMHSL John Coffey</p>	<p>John Reports that the Committee met on March 18th, 2005.</p> <p>New Election results are as follows:</p> <p>Susan Kendall –MMHSL President</p> <p>Arlene Weismantel – Secretary</p> <p>Mike Simmons – Regional Representative to MHSLA Board.</p> <p>Conference Update – Conference will be held on October 17, 18, 19, 2006. LAC, Mike Simmons has reserved space at the Kellogg Center in Lansing. The Special Event will be held at the Michigan Historical Museum.</p> <p>Arlene Wesimantel has secured Deb Nelson Dunbar as the 8 hour CE presenter for Conference 2006. She will present on “Conflict Management”.</p> <p>Arlene has discussed the price of the speaker with Jennifer Barlow who</p>	

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	<p>agreed that even though the price is high, it would be great to secure her for Conference 2006.</p>	
<p>NMHSLA/ UPHSLA Barb Platts</p>	<p>Barb reports the following:</p> <p><u>Keweenaw Medical Center</u></p> <p>Several Michigan Library Consortium instructors were in the Upper Peninsula May 8-12 to present full-day workshops on the new OCLC interfaces. Hands-on classes provided timely and affordable learning opportunities for updating in many areas including OCLC Worldcat Resource Sharing and Cataloging applications.</p> <p>Courses offered were OCLC StaffView, now called Worldcat Resource Sharing, and Worldcat Resource Sharing Advanced, which focused on creating and managing constant data records, creating custom holding groups and paths, and setting up direct requests.</p> <p>An introductory class in XML which included concepts and applications of XML for digitizing collections was given at one location. The browser-based Web interface to the cataloging system, Connexion Client, offered instruction in using commonly known search methodology to the new interface.</p> <p>Locations for the workshops were Marquette, Ironwood, and the brand new Michigan Technological University Library in Houghton.</p> <p><u>Marquette General Hospital</u></p> <p>Janis Lubenow reports that about 150 medical books from Marquette General's Health Sciences Library were recently sent on a long and fascinating journey. The library donated the books to the Iraqi Ministry of Health for use in the AI-</p>	

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Karama Teaching Hospital in Baghdad as well as several other area medical facilities.

The story of the books' journey is a rather complex one. Captain Marlo Corrao of the Army National Guard's 230th Support Battalion first recognized the need for medical books after being stationed in Iraq. She then contacted two close friends; Dr. Ruedi Gingrass, a retired plastic surgeon from Milwaukee, and his wife, Julie and asked for their assistance in arranging a book donation. Ruedi and Julie rose to the challenge, sending letters to several of their physician friends imploring them to donate books.

Dr. John English, a retired MGH doctor of internal medicine, received one such letter. Dr. English initially recommended the Health Sciences Library and facilitated everything. The Army agreed to pay for the books to be transported to Iraq.

Munson Healthcare

Barb Platts reports that the Department of Library Services is planning a health literacy program for physicians. The program will offer AMA CME credit. It will be in September as part of the hospital's weekly Friday Medical Conference.

The department participated in Nurse's Week (May 8-14) at Munson Medical Center. Activities included an open room where the Health Sciences Library and the Community Health Library had a display table promoting programs and services. Nurses had an opportunity to participate in online demo's of library resources, preview new nursing texts, enter into a drawing for Border's gift certificates, and collect information on other programs and services.

The Health Sciences Library is working with a local group to ship old textbooks to Afghanistan. The first shipment was sent in April and a second shipment will follow at the end of May. The local group is active in a program called Anysoldier.com. Anysoldier.com, is a website devoted to providing support and packages to American troops overseas. The books will be used by American

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	<p>military personnel to train healthcare providers in Afghanistan.</p> <p>In conjunction with Munson Healthcare and Northwestern Michigan College, the Department of Library Services will begin studying the feasibility of implementing a community wide health literacy project. A community group will meet in May to determine the next steps.</p> <p>Chris Allen reports that the Community Health Library provided programming on the following topics in April and May, and has topics planned for June: ADHD, Diabetes, Snoring, the Stages of Change, and Stroke. The Library is also active in planning the Munson Great Employee Health Fair as well as being a regional site for the "Let's Get Moving Northern Michigan Campaign", an area wide initiative promoting healthy lifestyles.</p> <p><u>Mercy Hospital Cadillac</u></p> <p>Kim Benz reports that their "Let's Get Moving Cadillac" program is coming together and the official start date is May 22, 2005.</p> <p>They have been very busy with CPR classes for the community along with Asthma Education in the area elementary schools. They also conducted their yearly "Kick Butts Day" at their partner school, Franklin Elementary.</p> <p><u>Mercy Hospital Grayling</u></p> <p>No Report</p> <p><u>Northern Michigan Hospital</u></p> <p>No Report</p>	
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<p>WMHSLA</p> <p>Eleanor Lopez</p>	<p>Brett Powers reported for Eleanor Lopez.</p> <p>The WMHSLA Group was invited to participate in the Special Libraries Association's (Western Michigan Chapter) Alberta Brown lecture series workshop titled " Web Search Overview: Google & Beyond" with Gary Price as the instructor.</p>	
<p>Old Business</p> <p>Strategic Planning Committee</p> <p>Jennifer Barlow</p>	<p>Jennifer Barlow, the new Chair, reports that the Committee has met a few times.</p> <p>They had discussed the following:</p> <p>Strengths, weaknesses, opportunities and threats affecting MHSLA. They also identified critical issues and drafted some strategic imperatives.</p> <p>The Committee will meet again in the near future. They are very interested in Member feedback and proposed that time be provided for this issue at the upcoming Conference.</p>	
<p>Guidelines for Librarian of the Year</p> <p>Jennifer Barlow</p>	<p>Jennifer reports that revisions are still required within the new "Librarian of Year" (LOY) award guidelines. Mike Simmons and Jennifer will tweak the language and adjust the deadlines for the award. The guidelines will be posted to the website.</p> <p>A LOY award announcement will be made in the next publication of <i>MHSLA News</i>. In order to access the LOY election form, Members will be directed to the MHSLA Website via a hyperlink.</p>	
<p>New Business</p> <p>Conference Location 2007</p>	<p>Mary Fitzpatrick provided a report. Because Mary had time restraints and could not stay for the entire Board meeting, her report was given during the Conference Planning section of the meeting.</p>	

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<p>Response to AOA Standards</p> <p>Diana Balint</p>	<p>Diana reports that concerns have arisen regarding the new American Osteopathic Association accreditation guidelines. Diana and several colleagues have concerns about the outdated use of language pertaining to the section concerning Medical libraries. The AOA states that a “Library Committee” shall assist the librarian in the recommending of acquisitions, purchasing, or discarding of educational materials. <i>Index Medicus</i> was also mentioned.</p> <p>Diana stated that they are requesting that MLA write a letter of concern.</p> <p>She has drafted a letter and sent it to MLA who will review the issue at an upcoming meeting.</p>	
<p>Adjournment</p> <p>Jennifer Barlow</p>	<p>Jennifer adjourned the meeting at 11:30am.</p>	