



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: January 18, 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, Ad Hoc Group Purchasing – Joan Emahiser.

Regional Group Reps: ERHSLA - Doris Blauet, GMR - Barbara Platts, MDMLG - Marilyn Kostrzewski, MMHSL- John Coffey, NMHSLA/UPHSLC – Barbara Platts, WMHSLA – Eleanor Lopez.

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

Topic:	Conclusions/Recommendations/Actions:	Action Assignment:
1. Call to Order Jennifer Barlow	The MHSLA Board meeting was called to order at 10:17am at Sparrow hospital in Lansing.	
2. President's Remarks Jennifer Barlow	Jennifer Barlow stated that she had four items to discuss. 1. Jennifer is working on becoming bonded and being authorized to do MHSLA's banking. Marilyn will assist her with this. MHSLA's lawyer will handle the paperwork for Jennifer to become MHSLA's Resident Agent for \$15. The Resident Agent will change every year when the new President takes office.	

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- 2. Jennifer has collected procedure manuals from all committee chairs. She will make them consistent stylistically and have them placed on the Web site.**
- 3. MLC has agreed to allow MHSLA to use the MLC address as the Official MHSLA permanent address. Mail will be received at MLC then distributed to the MHSLA Secretary who will send to the designated MHSLA recipient.**
- 4. Jennifer has been looking for a different meeting location, however no other options that have been explored have met MHSLA's technology needs as of yet. Communications systems at Sparrow are compatible with Munson and therefore work very well.**

MLC has agreed to host the Board meeting free of charge however technology is not compatible with Munson.

Michigan Health and Hospital Association is an option for a meeting spot however it is not yet been determined if the connectivity is compatible with Munson.

Mike Simmons reiterated that it is not a problem to host the meetings at Sparrow. Jennifer expressed that the reason for a seeking other options for hosting the Board meetings is that MHSLA is currently in a vulnerable position. In other words, if Mike leaves Sparrow for some reason, MHSLA will not have access to Sparrow's meeting rooms.

It was stated that the reason for having the "teleconferencing" was to have boarder membership participation. The alternative option for meetings has been sought only as a back up.

Mike stated that he has explored NetMeeting as an option but this has several limitations.

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	<p>The Board expressed the fact that Sparrow / Mike's graciousness has been and continues to be greatly appreciated by all.</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>Mike Simmons Motioned that the Minutes be approved upon completion of the fore stated corrections. Doris Blauet seconded the Motion. Motion carried.</p>	<p>Yvonne will make corrections and email final minutes to Mike to post to website.</p>
<p>4. Archivist's Report</p> <p>Maureen Watson</p>	<p>Maureen Watson reports that a date stamp has been purchased and she will now date stamp archived MHSLA items as she receives them.</p> <p>Doris Blauet Moved that the archivist's Budget to purchase 4 photo albums including plastic pages and 200 acid free letter size file folders be approved. Marilyn Kostrzewski seconded the Motion. Motion carried.</p>	
<p>5. Treasurer's Report</p> <p>Marilyn Dow</p>	<p>Marilyn Dow submitted two reports:</p> <p>1. The " <u>2004 MHSLA Conference 10/1/03 through 12/31/04</u>".</p> <p>This report itemizes the 2004 Conference Income and Expenses such as; Vendor Exhibit Fees, Computer Lab Deposit Refund, Logo Design, Special Event Deposit, Bags and Kaleidoscopes, and a charter bus deposit etc.</p> <p>Income subtotal equals \$ 15,690.00</p> <p>Expenses subtotal equals \$ 25,888.68</p>	

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	<p>2. The “<u>MHSLA Treasurer’s Report 11/1/04 through 12/31/04</u>”.</p> <p>Total Incomes were itemized and included items such as Conference 2004 Income and Membership Dues 2005.</p> <p>Total MHSLA income is \$3,615.00</p> <p>Total Expenses were itemized and included items such as; Honoria, Scholarship, Speaker Expenses, Photocopying, Hotel and Conference Center, and Board Expenses including items such as Meals, Stamps, Legal fees, Newsletter Printing and archives.</p> <p>Expense Subtotal equal \$ 21,195.22.</p> <p>Total income less expenses equals -\$ 17,580.22.</p> <p>Total MHSLA Assets as of 12/31/04 equal \$40,110.12.</p> <p>Jennifer Barlow stated that she thought that the loss incurred by the 2004 Conference seemed a bit high. She will re-check her notes and collaborate with Marilyn regarding this issue.</p> <p>Marilyn also reported that the figures in the reports do not include the MLC-MSHLA Stat!Ref account.</p> <p>Jennifer stated that the MHSLA lawyer suggested that a CPA should look over the books this spring.</p> <p>Mike suggested that the MLC Stat!Ref account should be reflected in the books prior to the CPA being hired.</p> <p>Marilyn will now include a new line item for the MLC MHSLA Stat!Ref account within the Treasure’s Report.</p>	<p>The Audit Committee will be charged with handling the Audit to be reported on at the March</p>
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	The Audit Committee will be asked to conduct the MHSLA 2005 Audit and report back at the March Board meeting.	Board Meeting.
6. Review of Committee Reports Audit Patty Scholl	No Report.	
Bylaws Committee Mary Hanson	Mary Hansen reports that all changes have been incorporated into the official Bylaws document and has been sent to Mike Simmons to post to the website. Mike reports that it has been posted. Mary reminded the Board that all proposed bylaw changes will need to be approved by the July Board meeting in order to report to the General Membership at Conference. May is the last chance for any new ideas.	All Bylaw changes need to be submitted to the Board by May.
Conference Planning Committee Arlene Weismantel	Arlene Weismantel reports that the Education Committee and the Local Arrangements Committee have the Conference detail planning process well under way. Jennifer deferred to the Education Committee.	
Local Arrangements Committee Barb Platts	Barb Platts reports that the Special Event is planned for Thursday evening and includes a bus tour of Piece Stocking Scenic Drive at Sleeping Bear Dunes. This will be followed by a dinner at Brookside Inn and a stop at Gwen Frostic Printing Press and Gallery. An Opening Reception is also planned and will be held on Wednesday night.	

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	<p>This event will take place on the ski lift platform high on top of Crystal Mountain.</p> <p>This reception will include a presentation by Wings of Wonder, which is a local birds-of-prey rescue/rehabilitation group.</p> <p>Additionally, 26 vendors have been contacted – 14 have made a commitment – the rest are still pending. Promotional items are being secured.</p>	
<p>Education Committee Valeria Long</p>	<p>Valeria Long reports that the preliminary education budget for the conference is approximately \$9000 dollars. This amount is earmarked to pay for hotel, honoraria, and transportation for the guest speakers.</p> <p>She also reports that instructors for all of the CE sessions are not totally secured as of yet. The name of the Keynote speaker has not yet been revealed.</p> <p>The Spring MLA teleconference is titled “Partnering for Public Health: Information, Librarians, and the Public Health Workforce”. It will be held on March 9th, 2005 at 1:00 pm.</p> <p>Kara Thompson will forward applications for hosting the teleconference to Valeria as soon as she receives them. Each region decides the host site location. St. Mary’s has been selected as a host site. (Sandy Swanson stated that the Western MI University Conference Center has been selected as a back-up location)</p> <p>MHSLA will sponsor the forth site.</p> <p>Mike reminded the Board that the GMR funding for the selected site includes the registration fee only - the technology or connectivity fee is a separate expense. Typically each selected site pays out about \$1000 total for the MLA teleconference.</p> <p>MHSLA will underwrite a host site location to be determined.</p> <p>Sandy Swanson moved that MHSLA reimburse four Michigan MHSLA member institutions to host the MLA March 9 Teleconference sites. Three sites whose</p>	

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	<p>registration fees are funded by the GMR will be eligible for reimbursement of telecommunications costs by MHSLA. The fourth site will be eligible for reimbursement by MHSLA of the registration fee as well as telecommunications.</p> <p>A support staff CE opportunity on the subject of MeLCat and MeLGateway will be held at MLC in April or May. These classes are still in the planning stages.</p>	
<p>Membership Committee Susan Kendall</p>	<p>Susan Kendall reported the current figures for membership renewals.</p> <p>Susan also reminded the Board that all Board Members and Committee Chairs must have a Personal Membership as opposed to an Institutional Membership.</p> <p>Reminder notices have been sent out to all members who have not yet renewed.</p>	
<p>Nominating Committee Misa Mi</p>	<p>The Committee is accepting names for potential candidates for the three officer positions that will be on the 2005 slate. They include the President-Elect, Secretary, and Nominating Committee (three Members).</p> <p>Regional Group Representatives are reminded to submit at least one name from your region.</p> <p>Application forms for the officer positions have been submitted to the <i>MHSLA News</i>.</p> <p>An email announcement will be sent to the MHSLA listserv.</p>	

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<p>Publications Committee</p> <p>Arlene Weismantel</p>	<p>Arlene reported that the <i>MHSLA News</i> would be published by the end of the month.</p> <p>In preparation for Arlene's upcoming role as MHSLA President-Elect, she has resigned from the Ad Hoc Committee on Outreach and Advocacy as well as from the Group Purchasing Committee.</p> <p>The website and electronic discussion lists are now being maintained by Mike Simmons.</p> <p>The subject of Web publishing was brought up as a mode to streamline the publishing of <i>MHSLA News</i>. Benefits of this form of publishing include being able to add photos and color as well as saving time from stuffing envelopes for each publication.</p> <p>Joan Emahiser suggested that MHSLA conduct a trial run of web publishing with a couple of issues and then survey the membership in order to gauge feedback.</p> <p>It was discussed that a photo would be included in the President's Message section as well as the possibility of profiling a MHSLA member.</p> <p>Joan Emahiser Motioned that the Publications Committee produces an electronic version of the next 2 issues of the <i>MHSLA News</i> and survey the Members for feedback. Doris Blauet seconded the Motion. Motion carried.</p> <p>Mary Hansen inquired as to how this will affect the Archives. Maureen Watson will be asked to handle this issue.</p> <p>Allison Grodzinski moved to Amend the Motion to include "pdf format". Marilyn Kostrzewski seconded the Amendment. Motion carried.</p> <p>The Amended Motion is that the Publications Committee produces a pdf format</p>	<p>Arlene will use web publishing for the next</p>
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	<p>electronic version of the next 2 issues of the <i>MHSLA News</i> and survey the Members for feedback. Marilyn Kostrzewski seconded the Motion. Motion with Amendment Carried.</p> <p>John Coffey suggested that the serials department of the Library of Michigan be notified of the change of format. Arlene will create and send a quality copy of the <i>MHSLA News</i> to LOM.</p> <p>Arlene requested that Members with pictures from various MHSLA events contact her.</p> <p>Mike Simmons suggested that he create a membership photo directory to be posted behind the membership section of the Website. Members are asked to send photos of themselves to Mike Simmons.</p> <p>For security reasons, all personal pictures will be posted behind the member section of the MHSLA website.</p>	<p>2 copies of <i>MHSLA News</i> in pdf format. LOM will receive a hard copy.</p> <p>Mike Simmons will add photos of the members to the MHSLA Membership Web Directory</p>
<p>Research Committee Alison Grodzinski</p>	<p>Alison reported that both the Research and the Technology Committee would collaborate in order to create a MHSLA Technology Directory. This directory will report or list the technology capabilities of the MHSLA institutions. This initiative will help member to identify potential resource sharing ideas.</p> <p>The proposed budget for this project has been identified as \$450.00 for printing and mailing.</p> <p>Marilyn Kostrzewski Motioned to approve the \$450.00 Budget to fund the MHSLA Technology Directory proposed by the joint efforts of the Research and Technology Committees. Mary Hansen Seconded the Motion. Motion carried.</p>	<p>Alison and Mike will create a print version of the MHSLA Technology Directory</p>

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<p>Resource Sharing Committee</p> <p>Sandy Swanson</p>	<p>Sandy Swanson reports that MeLCat Committee appointments have been made and Mike Fitzpatrick has been appointed to the Resource Sharing Policy Committee, Sandy Swanson has been appointed to the Cataloging Policy Committee.</p> <p>The Committee activities include discussing proposed activities for the upcoming year. Also they submitted a MHSLA Resource Sharing Policy to President Jennifer Barlow.</p> <p>Sandy asked the Board if it would still like to have Michigan Health Sciences Libraries Union List of Serials in print format.</p> <p>It was confirmed that John Coffey and Betty Marshall are on the list to receive duplicate copy resources from GMR / NLM.</p> <p>GMR / NLM are promoting a program that distributes duplicate copies of book titles to hospitals that may not have the means to support a library. John stated that all books are fairly recent being from 2003-2004.</p>	
<p>Technology Committee</p> <p>Michael Simmons</p>	<p>Please refer to the Research Committee Section of the Minutes.</p>	
<p>7. Regional Group Reports</p> <p>ERHSLA</p> <p>Doris Blauet</p>	<p>No report.</p>	
<p>GMR Regional Council</p> <p>Barb Platts</p>	<p>No Report.</p>	

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<p>MDMLG Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski reports that MDMLG held the General Meeting at Henry Ford Hospital on December 2, 2004.</p> <p>MDMLG is funding a yearly scholarship to a WSU LIS Program student who is interested in the Health Science curriculum.</p> <p>MDMLG’s Compensation and Benefits Committee has completed the 2004 Salaries and Benefits survey. Results are posted to the Member section of the MDMLG website. Contact Gayle Williams at Henry Ford Bi-County Hospital.</p> <p>In the middle of February the Ballots will be mailed out to the membership.</p>	
<p>MMHSL John Coffey</p>	<p>John Coffey reports that the following activities were a result of the November 29, 2004 MMHSL meeting.</p> <p>The following people have agreed to be candidates for officer positions and will assume these positions on July 1, 2005.</p> <p>President - Sheila Bryant and Susan Kendall</p> <p>Secretary – Arlene Weismantel</p> <p>Mid-MI representative to the MHSLA Board Meetings – Mike Simmons</p> <p>Ballots have been mailed and are due back by January 20th, 2005.</p> <p>A CE course is in the planning stages and is scheduled to be held on April 20th, 2005 from 9am to 4pm. Arlene has contacted Deb Nelson of Dunbar University in Indiana. The topic is “conflict resolution/leadership/management. Parking and a lunch will be included. This event will be advertised to MSU, MLA and MHSLA. Participation will be limited to 20-30 attendees.</p> <p>MHSLA Conference Local Arrangements 2006. – Mike Simmons will call the</p>	

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	<p>Library of Michigan for space availability for the Special Event to be held on site on October 12, 2006.</p>	
<p>NMHSLA/ UPHSLA Barb Platts</p>	<p>The Health Sciences Library of Munson Healthcare is in the final stages of the Making of Modern Michigan Project which involves digitizing the Munson Healthcare Archives.</p> <p>The Department of Library Services is working together with Munson Healthcare and Northwestern Michigan College in order to study the feasibility of implementing a community wide health literacy project.</p> <p>Chris Allen of the Community Health Library had an article published in the <i>Journal of Hospital Librarianship</i> on the subject of “Outcomes-Based Evaluation in a Community Health Library”.</p> <p>Northern Michigan Hospital – Anne Foster reports the Health Sciences Library is leading the hospital’s Computer Based Learning initiative and well as leading the Institutional Review Board.</p> <p>Mercy Cadillac – Kim Benz reports that the Medical Library is continuing their work of computerizing their card catalog.</p> <p>Mercy Grayling – No Report</p> <p>Keweenaw Medical Center – Janice Heather reports that she is facilitating the Poster Presentations for the 2005 conference as a member of the Education Committee. Janice also reports, that as the Co-Chair of the hospital’s Information Management Committee, she is preparing for the JCAHO visit in June.</p> <p>Marquette General Hospital – Linda Winslow reports that the Peter White Public Library, the Marquette General Hospital's Health Sciences Library, and Consumer Health Information Center ‘s proposal to host "Changing The Face of Medicine" was accepted as one of 60 in the U.S. that will host the exhibit</p>	

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	<p>between September 2005-March 2009. This exhibit is co-sponsored by ALA and NLM.</p> <p>Janis Lubenow reports that in October 2004, the MGHS Kevin F. O'Brien Health Sciences Library donated 50 medical and nursing textbooks to military medical facilities in Iraq. A retired plastic surgeon from Milwaukee, and his wife, who do missionary work around the world, work with military medical facilities in Iraq. The facilities treat military as well as civilian populations with very limited access to medical textbooks and resources. The MGHS Library found a home for previous editions of medical and nursing textbooks, and through the missionaries, the military paid for transport to Iraq.</p> <p>Janis also reports that the MGHS Library will be donating approximately 100 medical and nursing textbooks to the "Iraq Project" in January 2005.</p>	
<p>WMHSLA Eleanor Lopez</p>	<p>No report.</p>	
<p>Ad Hoc Advocacy and Outreach Committee Jennifer Barlow</p>	<p>"Go Local" update - Mike Simmons explained that NLM is working with libraries and library consortia to add electronic link-outs from the MedlinePlus health topic pages that will take the user to information about health services in local geographic areas.</p> <p>These links include Web sites from hospitals, physicians, nursing homes, support groups, health screening providers and many others. The user will be able to link directly from each MedlinePlus health topic to services related to that particular topic.</p> <p>Ellen Marks and Mike are on the advisory Committee. WSU will host and load the selected information to their servers.</p>	

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	<p>For more info http://www.nlm.nih.gov/medlineplus/golocal.html .</p> <p>Jennifer Barlow is seeking avenues in which MHSLA and MHA can collaborate.</p> <p>Both Mike Simmons and Jennifer Barlow submitted “Guidelines for the Selection of MHSLA’s “Librarian of the Year” award criteria. Two changes will be made to the guidelines submitted by Mike. The Board will select the winner from the pool of names submitted as candidates.</p> <p>Mike Simmons Motioned to approve the Guidelines for the MHSLA “Librarian of the Year” award. Joan Emahiser seconded the Motion. Motion carried.</p>	
<p>Old Business</p> <p>NMHSLG and UPHSLA Merger</p> <p>Barb Platts</p>	<p>Barb Platts reports that the two groups NMHSLA and UPHSLA will report to the Board collaboratively over the next few months and decide at the Conference if they will officially merge into one regional group.</p>	
<p>Strategic Planning Committee</p> <p>Joan Emahiser</p>	<p>This Committee includes Sandy Swanson, Marilyn Kostrzewski, Diane Balian, Jennifer Barlow and Joan Emahiser.</p> <p>Joan Emahiser reports that the document “Group Purchasing Committee Charge draft # 4” will be discussed at a meeting to be held following the Board Meeting.</p> <p>The Committee will also discuss a strategic plan for the future of MHSLA.</p> <p>The Committee will report back to the Board at the next meeting.</p>	
<p>Guidelines for Email Business</p>	<p>Jennifer Barlow submitted a copy of the current process for “Guidelines for Conducting MHSLA Board Business by E-mail” which had been in effect since August 1, 2001. In order to make this document more up-to-date, Jennifer asked</p>	<p>Jennifer will update the document</p>

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Jennifer Barlow	the Members to review and make suggestions for editing. Allison Grodzinski Motioned to approve the revised version of the “Guidelines for Conducting MHSLA Board Business by E-mail”. Doris Blauet seconded. Motion carried.	with the proposed revisions.
New Business	Marilyn Dow provided an update on Detroit area hospitals.	
Adjournment Jennifer Barlow	Jennifer Barlow adjourned the Board meeting at 12:30 pm.	