



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: July 20th, 2004 MHSLA Executive Board Meeting
10:00 a.m.
Secretary : Yvonne N. Boudreau

Executive Board Member Roster

Names represented in **bold** indicate attendance

Officers: President - **Joan Emahiser**, President-Elect - Jennifer Barlow, Secretary - **Yvonne Boudreau**, Treasurer - **Janet Zimmerman**, Archivist - **Maureen Watson**, Immediate Past-President - Alexia Estabrook

Standing Committee Chairs: Audit - Patty Scholl, Bylaws - **Mary Hanson**, Education- **Cathy Eames**, Local Arrangements - **Maureen Watson**, Membership - **Susan Kendall**, Nominating - **Michael Simmons**, Publications - **Arlene Weismantel**, Research – **Lea Ann McGaugh**, 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 - **Susan Wischman**, UPHSLC - Linda Winslow, WMHSLA - **Maureen Watson**


All Motions are indicted in **bold**

Topic:	Conclusions/Recommendations/Actions:	Action Assignment:
1. Call to Order	President Joan Emahiser called the MHSLA Board Meeting to order on July 20th th , 2004 at 10:00 am. The meeting was held at Sparrow Hospital located in Lansing.	
2. President's Remark Joan Emahiser	President Joan Emahiser welcomed all those in attendance.	
3. Approval of Minutes Yvonne Boudreau	Yvonne Boudreau reports that corrections to the May 18th Minutes were made based on the suggestions from MHSLA Board Members. Doris Blauet Motioned that the May 18th Minutes be approved. Mike Simmons seconded the Motion. Motion carried.	.

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<p>4. Archivist's Report</p> <p>Maureen Watson</p>	<p>Maureen Watson submitted the MHSLA Archives Procedures and reports that most of the MHSLA records have been transferred to new acid-free archival boxes which were recently purchased.</p> <p>Maureen Watson made the suggestion that either single or group pictures of the officers or MHSLA Board be taken at a pre-arranged Board meeting each year for submission in the MHSLA Archives.</p>	
<p>5. Treasurer's Report</p> <p>Janet Zimmerman</p>	<p>Janet Zimmerman submitted two reports:</p> <ol style="list-style-type: none"> 1. The " 2004 MHSLA Conference 10/1/03 through 6/30/04". <p>This report itemizes the 2004 Conference expenses such as vendor Exhibit Fees and Computer Lab Deposit Refund.</p> <p>Total Income – Expenses equal \$-1204.75</p> <ol style="list-style-type: none"> 2. The " MHSLA Treasurer's Report 5/1/04 through 6/30/04". <p>This report lists total MHSLA assets as of 6/30/04 as \$49,618.63.</p>	
<p>7. Audit</p> <p>Patty Scholl</p>	<p>No report – function is complete for year.</p>	
<p>8. Bylaws</p> <p>Mary Hanson</p>	<p>Mary Hanson identified changes that will be made to MHSLA Bylaws as follows:</p> <p>Article I. change MHSLA to reflect "Incorporated" status.</p> <p>Article VIII. change to reflect that Elections Committee shall be comprised of the Nominating Committee Chair and two other MHSLA members and that the Nominating Committee Chair shall also be the Chair of the Elections Committee.</p> <p>Section 4 of Elections Committee – change has been made to state that if a tie for any elected position occurs, it shall be resolved by a coin toss.</p>	

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	<p>Doris Blauet Motioned to approve the proposed Bylaw changes. Mike Simmons Seconded the Motion. Motion carried.</p> <p>Discussion arose as to whether or not Out-of-State MHSLA Members can participate in consortium contracts with vendors. Oftentimes vendors may impose contingencies within the contract that limit participation within the respective State.</p> <p>Mary Hanson Motioned that the Bylaws Committee devise language to clarify Section III B 4 relating to consortium agreements. Yvonne Boudreau seconded the Motion. Motion carried.</p>	
<p>9. Conference Planning Jennifer Barlow</p>	<p>Jennifer Barlow reports that Conference planning is progressing smoothly.</p> <p>Preliminary programs and registration forms will be mailed out soon and will also be available on the MHSLA website. Early registration deadline is September 17, 2004.</p> <p>Vendors that have agreed to attend the Conference include: Elsevier, MD Consult, First Consult, Fennell Subscription Service, Majors Scientific Books, Otech Services Inc. and Swets. Total vendor contribution is \$1875 to date.</p>	
<p>10. Education Cathy Eames</p>	<p>The MLA Teleconference “the Art and Practice of Electronic Journals, Book, and Database Licenses: Practical Tips for Health Care Organizations” will be broadcast on September 22, 2004. Diana Balint will coordinate four host sites.</p> <p>Also, Diane Balint is coordinating poster Sessions for the conference.</p> <p>Doris Blauet will coordinate the awarding of three scholarships to the Annual Conference.</p>	
<p>10.5 Local Arrangements Maureen Watson</p>	<p>Maureen Watson reports that the Local Arrangements Committee will be asking for volunteers from the general MHSLA Membership to help staff the registration desk. They also continue to work on the Conference planning details.</p>	

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<p>11. Membership Susan Kendall</p>	<p>No report.</p>	
<p>12. Nominating Michael Simmons</p>	<p>Mike Simmons reports that the 2004 MHSLA election slate was voted on and approved via the MHSLA listserv.</p> <p>On June 16th, the 2004 MHSLA election slate was mailed to the MHSLA membership.</p> <p>Mike Simmons reports that the Nominating Committee Guidelines and Procedures will be submitted to the MHSLA President after the election process is completed in order to ensure that they are spelled out with the utmost of clarity.</p>	
<p>13. Publications Arlene Weismantel</p>	<p>Arlene Weismantel reports that issue #75 of MHSLA News has been published. The MHSLA website has also been maintained with updates including the posting of the new 2004 MHSLA Directory.</p> <p>Also, in collaboration with the MHSLA Board, the Publication Committee needs to address the issue of guidelines and procedures for the electronic listserv.</p>	
<p>14. Research Lea Ann McGaugh</p>	<p>Lea Ann McGaugh reports that an article written about the Ariel Survey would appear in the next newsletter.</p>	
<p>15. Resource Sharing</p>	<p>Sandy Swanson reports that MISHULS is available and can be accessed through the MHSLA website.</p>	
<p>16. Technology Michael Simmons</p>	<p>No report</p>	

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<p>Regional Reports</p> <p>ERHSLA Doris Blauet</p>	<p>No report</p>	
<p>GMR Regional Council</p> <p>Barb Platts</p>	<p>Barb Platts reports that emails from the GMR are being forwarded to the MHSLA listserv.</p> <p>Barb Platts also reports that the GMR is providing funding for 2-3 host sites for the September 22, 2004 MLA Teleconference.</p>	
<p>MDMLG</p> <p>Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski reports that the annual MDMLG Program and Summer Luncheon was held June 27th, 2004 at the Somerset Inn located in Troy. Judith Siess was the guest speaker.</p>	
<p>MMHSL</p> <p>John Coffey</p>	<p>John Coffey reports that the group met on June 4th and discussed the following issues.</p> <p>Membership renewal notices were distributed with an increase in dues of \$10.00 and is due by June 30.</p> <p>CE Programs Committee – the class “Successfully Presenting to the Adult Learner and Professional was held on April 20 at MSU Main Library.</p> <p>The Committee decided to sponsor one CE course per year and also discussed ideas for the next topic.</p> <p>MHSLA Conference Local Arrangements for 2006 – Mike Simmons booked the Kellogg Center (no money down is required). In order avoid paying for the meeting room expenses, 96 rooms will need to be booked. Additionally, no extra expense will be needed for internet hook-up and AV support. Ideas for the Special event are being sought.</p>	

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	<p>A “Round Robin” discussion of observations from those who attended the MLA Annual Conference in D.C. arose. Ideas generated by this discussion will be incorporated into the planning of the 2006 Conference.</p>	
<p>NMHSLA Susan Wischman</p>	<p>Susan Wischman reports that the Department of Library Services at Munson Healthcare has received a grant from the IMLS in order to participate in the Making of Modern Michigan digitization project.</p> <p>Munson Medical Center was re-accredited by JCAHO who had recently visited Munson hospital.</p> <p>Local Arrangements Committee for the 2005 MHSLA Conference has selected Crystal Mountain as the Conference site. Susan Wischman presented a power point slide show which provided a glimpse of the available services that Crystal Mountain provides.</p> <p>The Community Health Library activities include hosting 6 Consumer health programs including topics such as “Managing the Medicare Maze” and “Changing for Good: Understanding Human Motivation”.</p>	
<p>UPHSLA Linda Winslow</p>	<p>No report</p>	
<p>WMHSLA Maureen Watson</p>	<p>Maureen Watson reports that the group met on July 13 to discuss Local arrangements for the Annual Meeting. The group continues to work on vendor support and programming details. The Conference Program and registration forms will be mailed to the Membership by July 31st. These forms will also be made available on through the MHSLA website.</p>	
<p>17. Ad Hoc Group Purchasing and Grants</p>	<p>Sandy Swanson reports that the Teton Contract Language is in process.</p> <p>Mike Simmons reports that a free trial subscription to Access Medicine is currently available for review and can be accessed through the MHSLA website.</p>	

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<p>Joan Emahiser</p>	<p>Joan Emahiser reports that Policy and Procedures for the Ad Hoc Group Purchasing Committee are “in process” and under Committee review.</p> <p>Joan Emahiser reports that the Outreach and Advisory Ad Hoc Committee has been dissolved.</p>	
<p>18. Old Business</p>	<p>MHSLA Committee Procedures Update – Joan Emahiser reports that she continues to compile the various Committee Procedures in a uniform format.</p>	
<p>19. New Business</p>	<p>Michigan Library Association – Joan Emahiser will write a proposal for MHSLA to receive a GMR Exhibit Award proposal to cover expenses associated with exhibiting at this October’s MLA Annual Meeting to be held at the Grand Traverse Resort located near Traverse City. The GMR grant prospect will provide a vehicle in which to promote the MHSLA Mission to the Public Library venues.</p> <p>Joan Emahiser reports that ListServ / Website guidelines are in process</p> <p>An ELECTRONIC VOTE was held on August 9, 2004 through the use of the MHSLA Board listserv.</p> <p>Joan Emahiser Motioned that MHSLA cover any conference/exhibit expenses that will not be covered by the GMR Exhibit Award Grant. Alexia Estabrook seconded the Motioned. Motioned carried.</p>	
<p>Next meeting agenda items</p>	<p>Please send all meeting agenda items to Joan Emahiser.</p>	

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<p>20. Adjournment Joan Emahiser</p>	<p>President Joan Emahiser adjourned the meeting at 1:00pm.</p>	
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