

## MHSLA EXECUTIVE BOARD MEETING

September 23, 2003

Sparrow Hospital, Lansing, MI

### 1. Call to Order:

The meeting was called to order by President, Alexia Estabrook at 10:12am.

### 2. Presidents Remarks:

Alexia gave thanks to the Board Members for their accomplishments during her term of office. She stated that the group accomplished a lot and that the upcoming conference looks great. She said that her presidency was a lot of work, but a lot of fun.

### 3. Approval of the minutes:

Judy Barnes reported that the July 15 meeting was tape recorded, but the tape had broken and could not be repaired. She asked that members review the minutes carefully before approval.

Mike Simmons made a motion to accept the minutes with the following corrections:

Under Regional Group Reports, WMHSLA, change MHSLA in first line to WMHSLA.  
Under New Business, a. Teleconference hosting, third paragraph, change statement to read "Mike reminded members that GMR funds only registration."  
Add Local Group report for NMHSLG received by e-mail.

Maureen Watson seconded the motion, and the motion was carried.

### 4. Archivist Report:

Maureen Watson stated that she had no formal report, but that it looks like Ferris State University will accommodate MHSLA's Archives. She reported that MHSLA may have to acquire appropriate boxes for storage to replace the current ones. She will work with the Archivist at Ferris to determine requirements. She also stated that she does have a table of contents of the boxes, that they are numbered, and the contents noted in an Access program file. Arlene Weismantel indicated she had archive experience and would be willing to work with Maureen to help organize the archives for storage.

### 5. Treasurer's Report:

Janet Zimmerman presented the attached report. She reported a current balance of \$36,612.26 in the checking account as of 8/31/03, and a 12 month certificate of deposit that matures on 7/20/04 balance of \$11,144.10.

Janet also reported on the Conference finances. She stated that the income at present was \$6425.00 with expenses of \$1605.75, leaving a balance of \$4819.25.

A discussion regarding using some of the treasury for investments ensued. The consensus was that the monies in the treasury should be used toward continuing education in some way. Mike suggested that the Treasurer draw up a year by year comparison of the costs of the annual conference to determine if each conference does net a profit, and how the treasury has grown. In this way the Board can develop initiatives toward using the finances for educational programs.

Maureen made a motion to accept the Treasurer's Report. Cheryl Putnam seconded the motion, and the motion was carried.

### 6. Review of Committee Reports:

#### a. Audit:

Alexia Estabrook presented the report for Patty Scholl. She indicated that the Audit Committee had once again reviewed the financial records, and aside from one minor calculation error, which was corrected, that the books are in order.

**b. Bylaws:**

Mary Hanson presented the six major amendments to the Bylaws covered in previous Board meetings for final approval and presentation to the membership. She indicated that there were typographical errors in the amendments, but that they will be corrected after the changes are approved at the Conference Business Meeting.

Alexia thanked Mary and her committee for the hard work they have done.

**c. Conference Planning:**

**Local Arrangements:**

Cheryl Putnam reported that there were 58 registrants, 10 speakers, 16 vendors, and 7 poster sessions set to go for the Conference. She indicated that everything was on schedule. Cheryl also noted that the Board dinner would be held at Zenders, rather than at the Bavarian Inn, and as soon as committee chairs are approved, she will be sending out invitations to the transitional meeting.

Cheryl also raised the question about liability for the media projectors borrowed from member institutions to defray the cost of renting equipment. Those who had agreed to lend projectors, indicated that the individual institution carries insurance against loss, and would cover the liability.

Cheryl also asked what AV needs there might be for the Business Meeting, but noted that the Keynote Speaker would be using a media projector so that one would already be in place if needed.

**Education:**

In the absence of Gurpreet Rana, Joan Emahiser reported for the Education Committee. She stated that everything was going fine with preparations for the Conference. Joan reported that the member scholarship winner was Alison Grodzinski from CMU, and there were two winners from Wayne State University, as University of Michigan had not submitted requests. The winners of the student scholarships are Cheryl Hayes-Gassen and Louise Ochoa.

**d. Membership:**

Susan Kendall reported that the membership renewals and applications were trickling in.

Mary Hanson questioned why she only received one ballot when she has both Institutional and Personal memberships. Susan indicated that unfortunately, the database of members was set up with only one entry for each person's name. It was noted that this is a procedural issue which can be addressed in the Membership Committee Chair's manual.

Susan asked what procedures should be in place to verify that all the checks she receives for membership are ultimately received by the Treasurer and deposited. Janet suggested that she make copies of all checks before sending them to the Treasurer.

Alexia suggested that in addition to making copies that Susan should e-mail a list of the checks being sent.

Janet stated that all committee chairs and officers need to update their manuals or prepare one if none exists, before they leave office.

**e. Nominating Committee:**

Alexia reported for Barbara Platts. A list of concerns regarding the ballots was presented. (see attached Nominating Committee Report dated 9/23/03)

Issues included numbering of the ballots, issuing labels for specific official business of the Board, return envelopes for the ballots, and use of the "Ballot" stamp.

Alexia asked if in spite of the lack of "officiality" of the ballot was the election in any jeopardy. It was agreed by the Board that the election was not in any danger of compromise.

It was also agreed that revision of the Nominating Committee charges could be tabled until the November meeting.

**f. Publications:**

Arlene Weismantel reported that the latest issue of the Newsletter is out. She said that she continues to have difficulty getting submissions for the Newsletter. Alexia stated that it was previously discussed by the Board that all committee chairs should submit articles to promote MHSLA and communicate with the membership.

Regarding the Web site, Arlene stated that she is working on getting the Bylaws posted and that they should be available soon. She requested that members send anything that they feel should go on the Web site to her. Mike asked if the Web page was posting anything on the Conference. Arlene stated she puts up what she receives, but had not received a program. Cheryl agreed to send information to Arlene. Mike stated that the group hosting the Conference could submit information promoting the educational portion as well.

Mike reported that Marge Kars requested that she remain on the Board Listserve so that she can monitor what is happening. The Board agreed that since meetings of the Board are open to the membership, that the Board discussions could also be open.

Mike also stated that he had received a request from a vendor member to acquire a set of mailing labels or list of those attending the conference so that they could mail out announcements that they will be displaying at the conference. He said he had informed the vendor that the list would not be available to them.

A discussion ensued regarding Vendor members of MHSLA and what their privileges should be regarding the Web site. The Board agreed that vendors who are members should have the same rights as regular members; that vendor members should refrain from advertising or conducting commercial business on the site, otherwise they have equal access.

Sandy suggested that the site be used to announce the vendors, perhaps in a "Countdown to the Conference" section.

Judy Barnes raised the issue that the Board had never received a formal letter from MACHIS to disband the group. Alexia stated she will contact Pat Wolfgram seeking some form of notice regarding MACHIS continuing or disbanding.

Alexia thanked Arlene for her work over the past year.

**g. Research:**

No report

**h. Resource Sharing:**

Sandy Swanson reported that her committee had presented a 20 minute talk at the Midwest meeting regarding the NetLibrary project. She also stated that the survey would not be ready to go this year.

Alexia thanked Sandy for her work on the Committee.

**i. Technology:**

Harvey Brenneise had reported to the Listserve that his position at MPHI had been eliminated and that the various projects he had been working on had to be redistributed.

Regarding StatRef: Harvey indicated that someone needed to take over responsibility for negotiating pricing and additions to the service. The Board agreed that the Resource Sharing Committee would best be able to take responsibility for this project. Sandy Swanson agreed to meet with Harvey to acquire whatever information was needed to continue the project at this time. Harvey indicated that the renewal for this year had already been done but that the invoices were not sent pending pricing. It was agreed that the renewal price would be discussed with the MHSLA members subscribing to the service.

Alexia suggested that a StatRef listserv be established. Janet suggested that there was no need for a special list; that if other members were able to learn what is going on with StatRef they may wish to subscribe as well.

It was agreed that Harvey and Alexia would help Sandy with the project.

Mary Hanson stated that she has a problem with the way the statistics are reported and indicated that they were not useful. One of the issues concerning statistics is the fact that there is no way of determining the number of simultaneous users by institution, only an overall number is reported.

Susan Kendall asked how StatRef decides what titles are to be added. Harvey noted that the subscription agreement was that MHSLA subscribers would subscribe to all the titles, but also noted that the renewal was only 75% of the original price. Susan stated that the initial subscription was for a specific number of titles and now we are adding titles. She wanted to know if there was enough money in the reserve to cover the additional titles. Harvey indicated that the price is determined by dividing the cost by 40 for the number of concurrent users. Any money received in excess of the total is put in the reserve. That reserve is then used for the purchase of additional titles. He also stated that each year the contract is renewed that there is an opportunity to delete unused titles.

Regarding NLM Grant I: Harvey reported that the project is not completed yet, but that it was expected to complete next week. He noted that problems with firewalls still exist. He indicated he wanted to ask for an extension from NLM. He noted that the existing proxy server was at MPHI.

Alexia suggested that the server be moved to MLC or the state. She asked Harvey who would be a good candidate to complete the project. Harvey

recommended Deb Adams or Barb Platts, and agreed talk with them regarding details.

Harvey will ask for the extension and tell them who will be the person responsible for bringing the Grant to completion.

Mike volunteered to take on the project to relocate the proxy server and consult with Scott Garrison. He indicated that they had discussed providing offsite access for authentication. He will talk with universities and MLC regarding housing the server.

Regarding NLM Grant II: Sandy reported that she had talked with Carole Gilbert who indicated that the grant had been discussed, but she did not know the final outcome.

Alexia stated that the problem at hand was to assign a new PI to handle the grant. Harvey indicated that there is money in the grant for a salary.

Mike agreed to take responsibility for the grant since he is becoming Technology Chair. Mike also agreed to take on the duties of acting Technology Chair immediately following the meeting.

Regarding Hospital Research: Harvey indicated that he had been gathering information on hospitals in the state without libraries or librarians. He indicated that the information could be used to support a grant application. Joan suggested that the information be forwarded to Lea Ann McGaugh, who will be the new Research Committee Chair. Mike suggested that Lea Ann and Sandy could both use the information in the survey they are preparing for MHSLA.

Harvey also suggested that he had additional ideas for grants including Arabic language health resources. He stated he would put his suggestions on the listserv for members to discuss.

Harvey gave a short report on the State Plan for a Cooperative Catalog. He stated that currently there are two vendors under consideration; Dynex and Innovative. He noted that both would be a true union catalog, which goes out to other vendors and collecting data for creating a catalog. He indicated that this would enable patron initiated interlibrary loan. Libraries would have to negotiate their own pricing for serials and circulation modules.

Joan noted that DALNET has been looking at alternative vendors for their system.

Alexia thanked Harvey for his service to MHSLA.

7. **Regional group reports:**

a. **ERHSLA:**

Cheryl said that basically, the Local Arrangements Committee outlined the ERHSLA activities over the past two months.

b. **GMR:**

Arlene reported that within the next couple of weeks she would be attending a Regional Advisory Council meeting as well as the GMR Outreach Symposium. She requested feedback that members would like the GMR to address. Alexia suggested she put a note on the Listserv.

- c. MACHIS:**  
Alexia asked if a letter was needed for MACHIS to disband. Mary indicated that it was needed for other groups that merged or dissolved. She said that Pat Wolfram and Ken Nelson had discussed the issue and did not want MACHIS to dissolve; that they would investigate the feasibility of keeping it alive.
- d. MDMLG:**  
Diana Balint sent her report via Alexia. Alexia reported that at their September 18<sup>th</sup> meeting, held at Oakwood in Dearborn, a brief presentation on library disaster planning was presented by Jeanne Drewes from MSU. (a formal report is attached).
- e. M-MHSL:**  
Mike Simmons reported that their last meeting was at MPHI. At that time they discussed the possibility of MMHSL providing a spring break presentation at MSU, when the campus is quiet. They are looking at a program that addresses training the trainer activities in conjunction with PowerPoint software.
- f. NMHSLA:**  
Susan Wischman reported that they had submitted an application for the State Librarian's Excellence Award.

Barb Platts is working with Leelanau Memorial Hospital to establish a Healing Arts Library.

They are investigating a Circuit Librarian program between Monson and affiliate hospitals.

They are continuing to provide classes and training to the community members regarding Surfing the World Wide Web.

Barb has been chosen to participate in the Marine Biological Laboratory in Wood's Hole, MA, later this month. The Medical Informatics course is offered through a NLM fellowship.

Munson presented the "Reading between the lines" teleconference.

Yvonne is contributor to MLA's quarterly electronic newsletter.

- g. UPHSLC:**  
No report.
- h. WMHSLA:**  
Maureen Watson reported that their group had also hosted the "Reading between the Lines" teleconference at Borgess, and had about 20 in attendance. She stated that the group met in Kalamazoo at the Radisson Hotel where the 2004 conference is to be held. The group had a tour and was given a free night to raffle off at this conference.  
  
Maureen asked if there were guidelines to budget for the Conference. It was suggested that she use this year's information to develop the next budget, since there were no instructions available.

- 8. Old Business:**  
Mike presented the Natural Medicines Proposal. He stated that MHSLA members could get 50% off of the price, including existing subscribers.

Mary asked if offers could be made in a consistent format so members know that they are legitimate. Mike indicated that the Technology Committee will look into it later.

Mike also noted that Natural Medicines does not have remote access available, only IP authentication.

Mike presented the Ad-Hoc Committee's OVID report. He indicated that he asked that OVID send him information for dissemination at the Conference, such as brochures. He would then put them out at the Conference Vendors session. He indicated that the proposal would be reviewed by the Committee before the end of the year. He asked that the Board members review the document and comment to him on the listserv. He stated that the Committee will not just look at offers, but investigate options for other information delivery systems.

Alexia asked that OVID should clarify whether or not libraries can cancel print versions, if they have online access. Mike indicated that the thought that there was a limit to the number of titles that could be eliminated in print.

Mary asked, if there was any way the Technology Committee could alert members of the proposals they are investigating so that they can be budgeted. She indicated it is difficult to determine whether to purchase a contract without knowing what else is available.

The Board tabled the "Librarian of the year award" discussion for the November meeting.

Mike distributed the list of meeting dates for next years Board meetings, along with teleconference pricing to enable the President-Elect to formulate a budget for the next year.

**9. New Business:**

Mary asked that the Board discuss the New England Journal of Medicine new pricing schedule. She wanted to know if anyone was going to pay the increased price for NEJM. A discussion ensued regarding access capabilities, and cost. No specific conclusion was made.

Joan Distributed the list of next year's Board members and asked for approval of the Committee Chairs. They are as follows:

Audit	Patty Scholl
Bylaws	Mary Hanson
Conference Planning:	
Education	Cathy Eames
Local Arrangements	Maureen Watson
	Jennifer Barlow
Membership	Susan Kendall
Publications	Arlene Weismantel
Research	Lea Ann McGaugh
Technology	Michael Simmons.

Joan indicated that the Ad-Hoc Committee on Group Purchasing/Grants would be selected later. She also asked that Barb Platts be named GMR Regional Council Representative.

Sandy moved that the appointments be approved, Cheryl seconded the motion and the motion was carried.

#### 10. **Adjournment**

There being no further business to discuss the meeting was adjourned at 12:52pm.

Respectfully submitted,

Judith A. Barnes,  
Secretary

In Attendance:

Judy Barnes	Secretary
Joan Emahiser	President Elect
Arlene Weismantel	Publications Chair, GMR
Alexia Estabrook	President
Michael Simmons	Immediate Past President
Harvey Brenneise	Technology Chair
Janet Zimmerman	Treasurer
Susan Kendall	Membership Chair
Mary Hanson	Bylaws Chair
Sandy Swanson	Resource Sharing Chair
Cheryl Putnam	EHRSLA
Maureen Watson	Archivist

Via Teleconference:

Yvonne Boudreau	
Susan Wischman	NMHSLA