

## **MHSLA EXECUTIVE BOARD MEETING**

July 15, 2003

Sparrow Hospital, Lansing MI

### **Minutes**

#### **1. Call to Order**

The meeting was called to order at 10:30am. Alexia Estabrook, President, presiding.

#### **2. President's Remarks**

Alexia indicated that she did not have a lot to say, so her remarks would be tabled for discussion with various committee reports and new and old business.

#### **3. Secretary's Report / Approval of Minutes**

The draft copy of the May 20, 2003, minutes reviewed. Corrections suggested via e-mail were discussed. The following corrections were made

Page 2, Paragraph 4: Bylaws Art VII, Sec.1D Slate: Add Treasurer to statement "Nominee for Secretary will submit consent to serve..."

Add Yvonne Boudreau to "In attendance".

Mike Simmons moved that the minutes be accepted as corrected. Arlene Weismantel seconded, and the motion was carried.

#### **4. Archivist's Report**

Maureen Watson reported that the Archivist at Ferris State was moving their archives and indicated she may have room for MHSLA's as well. She stated that Ferris Archivist would file materials in order of receipt. She pointed out that she may not always be the MHSLA Archivist, but will communicate with the Ferris Archivist that MHSLA would appreciate being able to store materials there.

Maureen raised the question of digital archives. Arlene stated that the Web site has only the most current materials in its archives. Mike raised the question on how many years would be appropriate to keep in digital format. Maureen agreed to work with Arlene in creating a policy for maintaining electronic archives.

#### **5. Treasurer's Report**

Janet Zimmerman presented the Treasurer's report. Joan Emaheiser moved that the report be accepted. Cheryl Putnam seconded a motion to approve the report. The motion was carried.

Janet stated that an account had been set up with Kinkos for MHSLA to produce copies for the Conference. As it is a tax exempt corporate account, only a limited number of persons will be authorized to use the account. Janet will work with appropriate Committee Chairs and Officers to establish authorization to use the account for MHSLA business.

Janet noted that traditionally the Treasurer and President of MHSLA are bonded. The immediate past President was not bonded. She stated that this will be corrected with the new President in October.

The Board approved Janet's request to purchase an up-to-date version of Quicken to maintain the Treasury records.

As interest is due on the certificate of deposit owned by MHSLA, Janet asked the Board's recommendation on what to do with the interest. The Board agreed that the interest should be rolled over. Janet will also investigate what a non-profit may do with investments to determine what alternatives may be available to MHSLA in the future.

6. **Committee Reports / Standing Committees**

a. **Audit Committee**

No report

b. **Bylaws Committee**

Mary Hanson submitted suggested Bylaws revisions for review by the Board. (See attached copy)

Further discussion ensued and additional revision suggestions were made concerning the following sections:

Art V, Sec. 3, Duties of the Officers, A President, 3

The Immediate Past President shall be a voting member of the board... The Board was in agreement that the Immediate Past President should have the right to vote as a member of the Board.

Art VIII, Elections, D Slate

The Board further defined the required documentation as follows. Nominating Committee nominees will submit a consent to serve.

Treasurer and Secretary nominees will submit a consent to serve and biographical sketch.

President nominees will submit a consent to serve, biographical sketch and goals and objectives if elected.

Art IX, Sec. 1 Quorum.

The Board agreed that a quorum for the general membership meetings should be 25% of the general membership.

Mary agreed to make the additional revisions and communicate them to the Board via e-mail. The revisions will be mailed to the membership for review in time for the Conference as noted in the current Bylaws.

c. **Conference Planning**

i. **Education Committee**

Gurpreet Rana reported that the Committee was wrapping up conference preparations. She stated that the program was settled and that scholarships were trickling in for the member and student and will be chosen in September.

Maureen reported that the support staff workshop was held at MSU on May 21. She said that 16 attended, evaluations were positive and the Committee had secured 4.5 MLA CE hours for the course. Maureen also noted that much of the expenses were paid by an NLM grant thanks to Harvey Brenneise.

Preet thanked Harvey and Maureen for their assistance.

ii. **Local Arrangements Committee**

Cheryl Putnam reported that their committee was also wrapping things up for the Conference and would meet the following Thursday at the Bavarian Inn to assign rooms for the speakers. She requested that those who could provide laptops or projectors contact her.

**d. Membership Committee**

Susan Kendall reported that the outstanding membership fees from Wayne State and Henry Ford had finally been received.

**e. Nominating Committee**

Barb Platts presented the final slate for the upcoming election for the Board's consideration. She indicated that there were no write-in candidates submitted following the notification of the membership, therefore, the slate is as follows:

President-Elect	Jennifer Barlow
	Arlene Weismantel
Secretary	Yvonne N. Boudreau

**f. Publications Committee**

Arlene Weismantel reported that she was working on the membership directory on the Web and that the updates received to-date had been added. She noted that the MHSLA Newsletter was available on the Web and that it had also been mailed.

**g. Research Committee**

Alexia reported that Carole Gilbert was still working on the article reporting the results of the Committee.

**h. Resource Sharing Committee**

Sandy Swanson reported that they are working on several projects. She stated that the Committee's abstract had been accepted for presentation at the Midwest Chapter meeting.

**i. Technology Committee**

Harvey stated that the Ariel grant was proceeding. He indicated that there were still some equipment and firewall issues at two sites. He noted that a backup solution was being installed by MPHI and that eventually documents would be able to be received there by institutions with firewall issues. Harvey reported that the follow-up Ariel grant looks as though it will be awarded.

Harvey reported that StatRef was due for renewal in October. He noted that new resources would be made available but that there was money available to add them. Alexia asked if there was a way to get statistics by books used and by number of concurrent users by institution. Harvey indicated that statistics for concurrent users was available but not by institution.

**6. Ad Hoc Committee for Group Purchasing**

Joan Emahiser presented the Committee's Charge and Guidelines (see attached). She noted that the Committee recommended that it should have representatives from the Resource Sharing and Technology Committees. The Committee further recommended that it be a standing committee.

Alexia indicated that the Committee could be a sub-committee of the Resource Sharing Committee. She noted that at least for this year it should continue as an Ad-Hoc committee to be added next year as a standing committee by addition to the Bylaws. She suggested that the makeup of the committee and "focus group" would be up to the Committee or sub-committee determined at the time needed.

Joan suggested that the Committee continue at this time as an Ad-Hoc committee, putting the guidelines into practice and reporting back to the Board on the outcomes.

## 7. Regional Group Reports

### a. ERHSLA

Cheryl Putnam reported that the group is busy with conference planning and has scheduled a meeting for the first week of August.

### b. GMR Regional Council

Arlene Weismantal reported that she is seeking a replacement for the position but would stay on as representative until the Board could act on a policy for this position. The Board discussed the possibility of making the position an elected seat since the responsibilities would impact MHSLA at an administrative level. Arlene will step down at the Annual meeting and announce that next year the Representative will be an elected one. She said she would write a list of responsibilities and report at the next meeting.

### c. MDMLG

Diana Balint reported that at the group's summer luncheon on June 19, Dr. Barbara Redman made a presentation on consumer health and patient education and the role of the medical librarian. She reported the election results: Karen Tubolino, President-elect, Marilyn Kostrezewski, Treasurer. Diana also noted that their next meeting would be September 18.

### d. M-MHSL

No report.

### e. NMHSLG

Susan Wischman reported that the group is in the final phase of implementing the NLM grant, training. Chris Allen has developed a class entitled: Finding Credible, Reliable Health Information on the Internet that have been held at: Cadillac, Grayling, Kalkaska, Leelanau and Frankfort Affiliate hospitals throughout the summer. The training sessions instruct end users how to search for health information on the Internet, as well as how to utilize the clinical web based resources. Classes are scheduled this fall for the same locations at Munson's main campus.

She also reported that upcoming programs at Community health Library: Healthy Summer Eating grilling demo by chef, diabetes educator, Laura McCain, Tips for successful aging and Dr. Katherine Ross will discuss the latest news on Hormone Replacement Therapy and alternative ways to treat the side effects of menopause.

In addition: the Department of Library Services is collaborating with the Traverse Area District Library, on the Making of Modern Michigan, a federally funded archival digitization project. The department has been creating a digital archive of the history of Munson Medical Center and the State Hospital.

### f. UPHSLC

### g. WMHSLA

Maureen Watson reported that WMHSLA will sponsor the 2004 Annual Educational Conference and that it would be held at the Kalamazoo Radisson, October 13-15. She also reported that the group's next meeting on September 10 would include MLA's teleconference. Maureen also noted that Dick Perrin had retired.

The Board discussed the need for signatures for approval of the conference site and agreed that the local group chair should sign for the site. It was also agreed that the MHSLA Treasurer could supply appropriate credit information and may sign agreements regarding financial concerns for the Conference.

## 8. Old Business

Mike Simmons presented his proposals for “MHSLA Library of the Year” and “MHSLA Librarian of the Year” (see attached documents). He suggested that the Board review the proposals and discuss them at the next meeting. He asked that suggestions be forwarded to him on the listserv.

## 9. New Business

### a. Teleconference hosting.

Mike Simmons reported that when the GMR was approached regarding upcoming teleconference, they reported they would award only two libraries on a first come, first serve basis. He recommended that the Education Committee propose a policy for selecting host sites.

Mary Hanson suggested that GMR’s mechanism for selecting host sites be investigated and that the Resource Sharing/Technology Committee survey could include questions regarding hosting capabilities.

Alexia indicated that there is a need to know who else is hosting and paying for the programs themselves. She asked Harvey to survey the membership about video conferencing abilities and share the information with the Education Committee. Mike reminded members that GMR funds only registration; not connect charges, room or food. She asked that the survey include information on who can host, who will host, who can afford the expenses of hosting and what experience does the site have for hosting.

Janet suggested that if MHSLA sponsors a teleconference, the local costs could be funded that way.

### b. MHSLA consortial purchase of Natural Medicine

Mike Simmons distributed pricing for Natural Medicines Comprehensive Database. He indicated that The company had offered a test period for MHSLA to evaluate the database as a possible future consortial purchase. He indicated he would post the information on the Web site for members to evaluate for themselves.

## 10. Adjournment

There being no further business to discuss, the meeting was adjourned at 1:02pm.

Respectfully Submitted,

Judy Barnes  
Secretary

### In Attendance:

Alexia Estabrook	President
Joanie Emahiser	President-Elect, Conference Planning
Mike Simmons	Immediate Past President
Judy Barnes	Secretary
Janet Zimmerman	Treasurer
Maureen Watson	Archivist, WMHSLA Representative
Gurpreet Rana	Education
Cheryl Putnam	Local Arrangements, ERHSLA Representative
Arlene Weismantel	Publications
Harvey Brenneise	Technology
Susan Kendall	Membership
Sandy Swanson	Resource Sharing
Mary Hanson	Bylaws
Diana Balint	MDMLG Representative

*Via Teleconference:*

Barb Platts  
Susan Wischman  
Yvonne Boudreau  
Linda Winslow

Nominating  
NMHSLG Representative  
Guest  
UPHSLC