

**MHSLA EXECUTIVE BOARD MEETING**

May 20, 2003

Sparrow Hospital, Lansing MI

**Minutes**

**1. Call to Order**

The meeting was called to order at 10:20am. 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**

Alexia indicated that having several drafts appear on the Board's Web site was working well in that it helps keep business of the Board fresh in members' minds and enables quick and easy revision.

A 3<sup>rd</sup> draft copy of the March 18, 2003, minutes was downloaded via e-mail and distributed for review. Corrections had already been made via e-mail. No additional corrections were suggested. Judy Barnes moved the minutes be approved, Mike Simmons seconded, and the motion was carried.

**4. Archivist's Report**

No report.

**5. Treasurer's Report**

Alexia presented the report dated 5/15/2003. Joan Emahiser moved and Alexia seconded a motion to approve the minutes. The motion was carried.

**6. Committee Reports / Standing Committees**

**a. Audit Committee**

Joan Emahiser reported that she and Patti Scholl and Janet Zimmerman would meet the following Thursday to review the audit.

**b. Bylaws Committee**

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

Further revision suggestions were made concerning the following sections:

Art.III, Sec. B, 3 and 6.

Benefits of Institutional vs Personal memberships involving access to the "members only" section of the Web page.

Art IV, Sec.3 Dues – Mary indicated that this section led to a discussion of the terms Chair, Chairperson, Chairman. Mary will alter the references to read "Chair." The Board also discussed standardizing the name of the Annual Education Conference and General Membership Meeting, as well as references to "The Board" vs "The Executive Board." Mary will make appropriate changes in the next draft Bylaws.

Art V, Sec. B Vacancy in office of President-Elect.

Alexia recommended that the Board discuss this via e-mail. No decision was made. Mary will draft a new section for discussion on the listserve.

Article V, Sec.3, Duties of the Officers:

It was the Board's decision to recommend a change in the Bylaws to permit the Immediate Past President a vote on the Board with the statement that "upon completion of the term of President, The President becomes Immediate-Past President with duties assigned by the Board".

Art VII, Sec.4, Membership and Publications Committees.

Susan Kendall noted that the Publications Committee does not maintain the membership list, the Membership Committee does. Arlene also indicated that the Bylaws also needed to be changed to reflect current practices of publishing the membership directory on the Web. Mary will develop appropriate wording for review at the next meeting. Susan noted that mailing lists included only members of MHSLA and that the Local Arrangements Committees developed their own mailing lists for Conference invitations. Susan also stated she would post a note on the Listserve requesting any address changes, etc.

Art.VIII, Sec. 1 D Slate:

The Board discussed the necessity for nominees for Nominating Committee to be required to submit "consent to serve" forms and "goals and objectives." Mary will re-write this section to indicate that the nominee for President submit biographical sketch, consent to serve and goals and objectives. Nominees for Secretary and treasurer will submit consent to serve and biographical sketch. Nomination Committee nominees will submit consent to serve only.

Art IX, Sec. 1 Quorum.

The Board agreed that a quorum for the general membership meetings should be 25 or 25%of the general membership, whichever is less. Alexia stated that there should be a sign-in sheet for all general membership meetings indicating personal or institutional membership. Membership will include all persons or institutions registered seven days prior to the meeting. This will be included in the next draft of the Bylaws.

Art. IX, Sec.4,

The Board discussed Local Group responsibility for the Annual Conference and recommended changes. Mary will draft changes for the next meeting.

**c. Conference Planning**

**i. Education Committee**

Maureen presented the report on behalf of Preet Rana. She reported that the Ariel and Clio support staff workshop will be May 21, at Michigan State University; David Scott will demonstrate the software and Paul Grove will discuss firewalls, protocols and troubleshooting installation. She indicated that CE credits may be awarded.

**ii. Local Arrangements Committee**

Cheryl Putnam reported that McLaren Regional Medical Center has made arrangements with Kinkos to allow staff to go to the printing center and make copies and charge them directly to MHSLA.

Joan Emahiser distributed a copy of the preliminary conference announcement. She also distributed the budget for the conference. The Board agreed to set the inclusive conference rate for members at \$325. No special pricing will be made available to Canadian attendees. Joan moved and Cheryl seconded a motion to accept the budget. The motion was carried.

**d. Membership Committee**

Susan Kendall reported the current membership stands at 69 personal, 53 institutional, 11 personal plus institutional. Two memberships are pending. She reported that two institutions participating in StatRef were not yet renewed. Harvey Brenneise stated he would contact Wayne State and indicated that institutions that had not renewed their memberships could theoretically be dropped from the consortial agreement with StatRef. Joan stated that she would work with Susan to communicate with Henry Ford regarding renewing their membership.

**e. Nominating Committee**

Barb Platts presented the slate for the upcoming election for the Board's consideration. Barb moved and Mike seconded the motion to accept the slate. The motion was carried. The slate is as follows:

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

**f. Publications Committee**

Arlene Weismantel requested submissions for the upcoming newsletters, and reported that the next edition would be out soon.

**f. Research Committee**

No report was submitted. Alexia indicated that Carol Gilbert will write the article this summer on the Committee's research topic, recruitment and retention and the library connection. Joan stated that she will select a new chair for the next term.

**g. Resource Sharing Committee**

Sandra Swanson reported that there were 35 copies of MISHULS sold this year and that the project actually made a small profit. She indicated that the Committee will need to revise their process in order to avoid problems with ordering next year.

Sandra stated that Marge Kars is still collecting ILL statistics for the 2002 fiscal year and a report will follow. Sandy asked if there was significant need for such statistics. Judy Barnes stated that it was helpful in developing DOCLINE cells, and indicated that it would also be helpful to have information on the number of subscriptions owned by the participating libraries. She also asked about the relevance of posting holdings of collections in storage that are not available for ILL.

Sandy reported that she, Helen Look and Harvey Brenneise would be developing an abstract for a paper or poster for presentation at the Midwest Chapter MLA meeting on the NetLibrary project.

**i. Technology Committee**

Harvey Brenneise reported that he continues to speak with vendors regarding consortial discounts. He indicated that he would be exploring PDA access for StatRef and what interest there is for Libraries. He stated that the new list of titles for NetLibrary is out but that he has seen no medical titles on it.

Harvey stated that the Ariel grant was on track for phase II, and that he has no time frame yet on the decision from NLM. He indicated that it should be earlier than September.

**6. Regional Group Reports**

a. **ERHSLA**

Other than working on the Conference, ERHSLA had no report.

b. **GMR Regional Council**

Mike Simmons reported that he would be exploring various sites to request registration for hosting GMR educational programs.

c. **MACHIS**

No report. Discussion ensued as to the proper procedure to dissolve this group, per their request. Bylaws and voting requirements were consulted, it was felt a written confirmation of the group's disbandment would be needed.

d. **MDMLG**

No report.

e. **M-MHSL**

Mike Simmons reported that Arlene Weismantel was the new Chair and that the organization was looking at the possibility of hosting CE programs in the future. He also reported that there was a job opening at Sparrow Hospital for a technician.

f. **NMHSLG**

Susan Wischman reported that the installation of the computers from the NLM grant had been installed and that the Kiosk software was also installed. She stated that the next phase was training. She said their group had a successful "National Library Week" celebration. Susan also reported that the Ariel workstations were in at Munson but that there were still problems with installation due to firewall issues. The next NLM grant request will be to provide Internet access to patient rooms.

g. **UPHSLC**

No report.

h. **WMHSLA**

Maureen Watson reported that the group was exploring sites for the 2004 Conference and that they had decided on the Radison in Kalamazoo. She stated that the dates had not yet been set.

**7. Old Business**

Judy Barnes reported that she had reviewed various scenarios for acknowledging special events and celebrations among the membership. She recommended that MHSLA acknowledge births, deaths, events, in a column in the Newsletter in lieu of sending flowers or gifts. She moved that this practice be adopted. Mike seconded the motion and the motion was carried. It was noted that cards and gifts were more appropriately sent by local groups as that would be more personal.

Alexia reported that the project to develop a "MHSLA Librarian of the Year" award was in process. She also stated that the Marketing and Publicity Committee had been tabled.

Alexia stated that she had not yet named a chair for the Ad-Hoc Committee on Consortial Agreements. She reported she will have selected a chair by the next meeting. She indicated that it was ok for Mike Simmons to look into agreements with Natural Databases. Harvey stated that since MHSLA was not a consortium, it was difficult to secure consortial agreements with vendors. He also asked that representatives from the Resource Sharing and Technology Committees sit on the Ad-Hoc Committee.

Alexia asked that further discussion of the Committee's charges and disposition of consortial agreements in the Bylaws should be carried out on the listserve.

## 8. New Business

Sandy Swanson stated that the Education Committee needs to take a role in identifying MLA and NLM conferences and taking a lead in coordinating the hosting of such programs. In this way a single announcement would go out. She also said that MHSLA needs to define what it wants to fund and determine what the GMR will fund. Joan Emahiser suggested that the next Education Committee should address this problem. Sandy stated that the concern was more for the disorganization of the notification process. Mike indicated that he would investigate GMR funding.

## 9. Adjournment

There being no further business to discuss, the meeting was adjourned at 1:05pm.

Respectfully Submitted,

Judy Barnes  
Secretary

### In Attendance:

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

### *Via Teleconference:*

Barb Platts	Nominating
Susan Wischman	NMHSLG Representative
Yvonne Boudreau	Guest