

MHSLA EXECUTIVE BOARD MEETING

March 18, 2003

Sparrow Hospital, Lansing MI

Minutes

1. Call to Order

The meeting was called to order at 10:22am. Alexia Estabrook, President, presiding.

2. President's Remarks

Alexia thanked the Board for the flowers that were sent to her and Preet Rana after the car accident.

Alexia also thanked Sandra Swanson for taking the minutes at the previous Board meeting.

Joanie Emahiser was assigned to take minutes for this Board meeting in the absence of the Secretary, Judy Barnes.

3. Secretary's Report / Approval of Minutes

A draft copy of the January 21, 2003, Board minutes was distributed via e-mail in January, corrections were made via e-mail. No additional corrections were suggested. Mike Simmons moved the minutes be approved, Maureen Watson seconded, and the minutes were approved.

4. Archivist's Report

Maureen Watson reported that this year's conference poster would be on the history of MHSLA to coincide with the 30th anniversary of the organization. A decision as to highlight a particular decade or the choose special dates has yet to be determined.

Maureen also reported that Ferris State University is in the process of placing its archives in a permanent location. An archivist has been hired to oversee the project. Maureen said she would approach the new archivist on behalf of MHSLA to see if there is space available for the MHSLA archives.

5. Treasurer's Report

Janet Zimmerman presented the Treasurer's report dating 1/1/03 through 2/28/03.

Janet also presented an update on the 2002 MHSLA conference expenditures. The only outstanding item is the travel expense for conference presenter Peg Allen. Attempts have been made to contact Ms. Allen about the reimbursement form and her conference-related receipts; none have been received to date. A check for her speaker honorarium has been sent. Overall the 2002 conference made a \$11,379.32 profit.

6. Committee Reports / Standing Committees

a. Audit Committee

Janet Zimmerman reported for Patty Scholl that the audit has been completed and all the materials returned to the Treasurer.

Discussion ensued about the audit process and the Bylaws, which state that there should be a three members present when the audit is done. This procedure is in place to protect the Auditor and the organization. The Board recommended that the process be repeated with two other members present. Doris Blauet and Joanie Emahiser volunteered. Janet Zimmerman will contact Patty and arrange for the materials are returned to her, and then a meeting time will be arranged.

b. Bylaws Committee

Alexia reported for Mary Hanson. Mary is in the process of collecting suggestions for Bylaws revisions and should have a document ready for the May Board meeting.

c. Conference Planning

i. Education Committee

Preet Rana reviewed the conference schedule that is in place so far:

Wednesday

Show Me the Money: Grant Writing for Librarians. 6 hour CE

Introduction to Health Informatics. 8 hour CE

Thursday

Vendors & Posters

Copyright, Information and Privacy. Keynote speaker.

MHSLA Business Meeting

The Informationist.

Health Literacy

Dialogue with the State Librarian

GMR Update

Friday

Collection Development on a Budget (Panel)

Implementing Successful Grants

Two sessions to be determined.

Doris Blauet moved that the provisional program be approved as presented. Mike Simmons seconded, and the Board approved.

Preet proposed that the member scholarship recipient be awarded three nights lodging instead of two, so they may participate in CE classes on Wednesday morning. Joanie Emahiser seconded the motion and the Board approved.

Preet moved that member Moderators, Presenters and Panelists each receive \$50.00 for their contributions to the program for the 2003 conference. Joanie Emahiser seconded, and the Board approved.

The Board recommended the Education Committee review the roles and responsibilities of a member Moderator, Presenter or Panelist and develop reimbursement guidelines for each.

Mike Simmons moved that speaker/presenter reimbursement for conference related travel and expenses be submitted by the speaker/presenter no later than 90 days following the end of the conference. Failure of the speaker/presenter to submit a reimbursement form and receipts by the end of the 90 days shall result in forfeit of payment. These terms should be clearly spelled out in the Letter Of Agreement the Education Committee utilizes. The speaker/presenter shall be paid the agreed upon honorarium regardless. Doris Blauet seconded this proposal, and the Board approved.

A discussion ensued regarding the payment of speaker/presenter CE credit fees. It was agreed that MHSLA should not be responsible for these costs.

ii. Local Arrangements Committee

Doris Blauet reported for Cheryl Putnam.

The conference publicity flyers/postcards are ready and scheduled to be mailed out in May.

The Transitional Board Meeting will be held on Wednesday evening at Zender's.

Thursday breakfast and lunch will be in conjunction with vendors and posters. Extra time for each meal had been allotted to allow as much time as possible to visit the exhibits.

The Special Event is going to be "Pretzel Rolling." The demonstration and dinner will be Thursday evening at the Bavarian Inn.

d. Membership Committee

Susan Kendall reported the current membership stands at 72 personal, 45 institutional, 12 personal plus institutional. 26 memberships have not yet renewed, 7 are pending.

Institutions participating in Stat!Ref who are in the process of renewing their institutional memberships include Bon Secours/Cottage Health System, Henry Ford Health System and Mt. Clemens General Hospital. Wayne State University has not responded to renewal form, the reminder or any emails.

27 memberships have not renewed at this time. Susan will email the Board with the names in hopes to gather better contact information.

e. Nominating Committee

Barb Platts reported that the Committee is in the process of recruiting candidates for the positions of President-Elect, Secretary and Nominating Committee.

f. Publications Committee

Arlene Weismantel reported that she has added a "links" section to the MHSLA website. Included in this section is the Dalnet (Detroit Area Library Network) sponsored Health Calendar (healthcalendar.org). Government links are also listed here.

Arlene also asked if MHSLA should purchase a P.O. box for the organization in order to have a standard return address. The consensus was that a P.O. box is not needed at this time.

g. Research Committee

No report was submitted. A research topic has yet to be determined.

h. Resource Sharing Committee

Less than 15 copies of MISHULS were ordered this year. With the low number of order requests, the continued production of the list should be reviewed this coming year.

Marge Kars will be collecting ILL statistics for the 2002 fiscal year shortly. A report will follow.

The NetLibrary (eLibrary) project has been completed. 754 full-text health sciences books are now available through MEL.

i. Technology Committee

Harvey Brenneise reported that the equipment and software from the phase I Ariel grant has been received and distributed. Training schedule has yet to be determined and is being coordinated with the Education Committee's support staff class. Phase II of the Ariel grant is scheduled to be completed in fall 2003.

Harvey is investigating the possibility of MPHI hosting a proxy server for MHSLA cooperative projects.

OCLC Marc records are going to be made available for the 750 plus NetLibrary titles that MHSLA purchased through the Ariel grant at no charge.

7. Regional Group Reports

a. ERHSLA

Doris Blauet reported for Cheryl Putnam. Most of ERHSLA's time is being spent on the Local Arrangements preparation for the 2003 Annual Educational Conference.

b. GMR Regional Council

Arlene Weismantel reported that the HIP to HIPAA teleconference was a success. The GMR helped to sponsor several sites in Michigan.

c. MACHIS

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

d. MDMLG

The February 20, 2003 MDMLG general membership meeting was held at Providence Hospital in Southfield. A lunch sponsored by EBSCO preceded the meeting program, which consisted of a presentation of Institutional Review Boards by Dr. Svinarich of Providence Hospital. The lunch and program were well received.

On April 3rd, 2003 Swets Blackwell and MDMLG will co-sponsor a 4-hour MLA CE course presented by Michelynn McKnight on 'Proving Your Worth'. This will take place at the Dearborn Hyatt Regency Hotel.

The next MDMLG meeting will take place on April 17th at St. Joseph Oakland Hospital. The programming will be on negotiating electronic licensing.

Pat Vinson has filled the part-time position at the DMC's orthopedic center library in Warren.

Diana Balint has accepted a position of library manager at the Oakwood South Shore hospital in Trenton. Her position at POH has been advertised.

e. M-MHSL

Sheila Bryant reported that the GMR Grant Writing seminar with Ruth Holst received very favorable reviews.

Sheila also reported that Arlene Weismantel is the new M-MHSL Chairperson and Sheila is the new Secretary for the group.

f. NMHSLG

Barb Platts introduced Yvonne Boudreau and Susan Wischman. Susan is the new Information Research Assistant at the Munson Healthcare community Health Library, as well as the new Regional Representative to MHSLA.

Susan reported that they had 24 people for the HIP to HIPAA teleconference.

An Ovid class will be held at Central Michigan University on April 9, 2003 in Mt. Clemens. 4 MLA credits apply to this course.

Northern Michigan Hospital in Petoskey will be in their new library sometime in April 2003. They will also have a new online catalog available.

Munson is now providing information and library services to ten remote sites.

g. UPHSLC

Linda Winslow was unable to participate in the meeting due to teleconferencing scheduling and JCAHO.

h. WMHSLA

Maureen Watson reported that she and Jennifer Barlow will be co-sponsoring the 2004 Annual Educational Conference. The conference will be held in Kalamazoo.

In September the group will be sponsoring a CE on ILLs.

8. Old Business

No old business.

9. New Business

Discussion ensued about the development of a MHSLA Gift Policy. Issues discussed included the type of gift (flowers, plants, gifts, cards and donations to charitable organizations) and the event or situation (death, baby, accident) and the status of the person involved (member, retired member, member's family, which family member of the member's family) and who would be responsible for taking care of the arrangements. Alexia will contact Judy Barnes to have her develop "scenarios" to be reviewed at the next Board meeting.

Alexia presented the Bad Weather Policy to the Board. Doris Blauet moved that the policy be accepted Mike Simmons seconded. The Policy was approved.

The creation of a web-based policy manual for MHSLA was discussed. The idea will be investigated further.

Mike Simmons stated that MHSLA needs to have a budget that accurately reflects videoconferencing costs. So far, MHSLA has not been charged when Sparrow dials Munson (REMEC); however, MHSLA should incorporate videoconferencing fees into future budgets so that the organization is prepared to pay for these services if necessary. REMEC charges Sparrow, Traverse City and Marquette approximately \$350.00 per session. The general consensus was that the organizational costs should be itemized and budgeted, as with any other committee. Mike volunteered to put together a spreadsheet of the actual costs involved for each meeting. Barb Platts will investigate any charges from the Traverse City end.

Mike Simmons suggested that MHSLA create a Michigan Health Sciences Librarian of the Year Award. He will investigate the criterion used to judge candidates for a similar award sponsored by Wisconsin's state organization and will present this information at the next Board meeting.

10. **Adjournment**

The meeting was adjourned at 1:00.

Respectfully Submitted,
Joan A. Emahiser, Secretary *pro tem*
President-Elect

In Attendance:

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| Alexia Estabrook | President |
| Joanie Emahiser | President-Elect, Conference Planning |
| Mike Simmons | Immediate Past President |
| Maureen Watson | Archivist, WMHSLA Representative |
| Janet Zimmerman | Treasurer |
| Doris Blauet | Local Arrangements, ERHSLA Representative (for Cheryl Putnam) |
| Preet Rana | Education Committee |
| Arlene Weismantel | Publications |
| Harvey Brenneise | Technology |
| Susan Kendall | Membership |
| Diana Balint | MDMLG Representative |
| Shelia Bryant | M-MHSL Representative |
| Sandy Swanson | Resource Sharing |

Via Teleconference:

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|-----------------|-----------------------|
| Barb Platts | Nominating |
| Yvonne Boudreau | Guest |
| Susan Wischman | NMHSLG Representative |