

## MHSLA EXECUTIVE BOARD MEETING

January 21, 2003

Sparrow Hospital, Lansing, MI

### Minutes

#### 1. Call to order

The meeting was called to order at 10:17am, Joan Emahiser presiding. Mike Simmons reported that President Alexia Estabrook and Education chair Gurpreet Rana were involved in a traffic accident and would not be present.

#### 2. President's remarks

None presented.

#### 3. Secretary's report / approval of minutes

- a. In the absence of the secretary, Sandra Swanson volunteered to take minutes for this January 21 meeting.
- b. Minutes for the October 16 and November 19, 2002 meetings were presented for correction. Barbara Platts and Susan Kendall stated that they had not received paper copies of the minutes and agenda prior to the meeting. Publications chair Arlene Weismantel reported that she had not received electronic copies of minutes or agenda for posting to the web site.

Corrections to both sets of minutes were noted and will be forwarded to the Secretary. A suggestion was made that page numbers or paragraph numbers be indicated in the minutes to facilitate the process of making corrections. No motion for approval was presented at this time.

Joan Emahiser moved that *the Secretary shall provide to the Publications chair an electronic copy of both the draft version of the current meeting minutes and the final (approved) minutes of the previous meeting within four weeks following the meeting.* Seconded by Mike Simmons. Motion carried.

Discussion ensued as to the appropriateness of posting draft minutes. Arlene said that, while attachments cannot be posted to the Board listserv, she could use a mail group to forward draft minutes to each Board member. However, the consensus was that posting the minutes (clearly marked "draft") would give the general membership a more timely opportunity to observe Board activities. Arlene indicated that spelling and formatting errors would be corrected prior to the posting of draft minutes.

- c. Barbara Platts indicated that she had also not received a meeting agenda, making it difficult to follow the meeting. Since the agenda seldom changes, Arlene will post a generic agenda to the web site.

Discussion of the agenda raised several points. First, it was noted that the agenda mailed out prior to this meeting incorrectly listed the meeting date as January 23, 2003 rather than January 21. This may explain the unusually low turnout for this meeting. Second, suggestions were made as to revising the order of business and reports. Joan Emahiser will consider those suggestions and may present a revised agenda in the future.

#### 4. Archivist's report

Maureen had nothing new to report. It still has not been determined whether Ferris will have room to incorporate MHSLA's materials in its archives as Ferris' process of weeding non-MHSLA materials continues. Maureen requests that members continue to forward materials to her.

#### 5. Treasurer's report

No report

## **6. Committee reports / Standing Committees**

Board members briefly introduced themselves. Barbara Platts introduced Yvonne Bourdeau, who has recently joined the staff at Traverse City.

### **a. Audit Committee**

No report.

### **b. Bylaws Committee**

Mary A. Hanson reported that a committee had been formed to review the bylaws. Committee members are Debbie Jankowski Porter, MSU; Leslie Behm, MSU; Vanina Chavarri, Alpena General Hospital; and Lea Ann McGaugh, McLaren Regional Medical Center.

Three suggestions were brought before the Board at this time. Sandy Swanson had suggested by e-mail that the Bylaws contain language to specify that personal and/or institutional members be given discounts for MHSLA products such as MISHULS. Joan Emahiser suggested that the Bylaws should indicate that if a member shall hold two voting offices, such as Regional Group Representative and an elected office, that member shall only hold one vote. A point was also raised about the inconsistent naming of the Conference Committee/Conference Planning Committee.

Board members had been requested to bring their suggestions for revisions to this meeting. However, since several members were not in attendance, Mary requested that suggestions be forwarded directly to her so that the committee can adhere to the timetable required in order to place bylaws changes before the membership at the Fall meeting.

### **c. Conference Planning Committee**

The Conference Planning Committee was unable to meet this morning.

#### **i. Education Committee**

Joan Emahiser noted that two CEs were planned for the Fall conference: Health Informatics and Grant Writing.

Maureen Watson reported that a support staff workshop was in the planning stages. The committee is considering an Ariel workshop in May or June, to be hosted at either Central Michigan University or Ferris State University. "Advanced PubMed" was another session under consideration. Since the Technology Committee is planning Ariel workshops in relation to the grant, Maureen will discuss plans with Harvey Brenneise before proceeding.

#### **ii. Local Arrangements**

Cheryl Putnam, chair of the Local Arrangements Committee, reported that the local arrangements committee will proceed with further action once the Education Committee has finalized the program.

### **d. Membership Committee**

Susan Kendall presented a written report. 48 personal, 34 institutional and 7 personal plus institutional memberships have been renewed. Four new personal and 4 new institutional members have joined. Sixty-eight memberships have not yet been renewed. Ten institutions participating in the Stat!Ref consortial purchase have not yet renewed.

Susan notes that some checks that were received were made out to Michigan State University and were returned for correction. Some such checks were received from the 68 who have not yet renewed.

Susan will post a reminder notice to the MHSLA listserv. She will also contact the Stat!Ref participants who have not yet renewed to remind them of the requirement to maintain their institutional memberships. Mike Simmons will follow up with Foote Hospital, which does not currently have a librarian on staff.

**e. Nominating Committee**

Barbara Platts reported that the committee met via conference call and has been contacting local area representatives for recommendations. Some members have already agreed to be on the slate. Another conference-call meeting is scheduled for March 11, 2003 to finalize a slate to present at the next Board meeting.

**f. Publications Committee**

Arlene Weismantel presented a written report for both the Publications Committee and the GMR Representative (GMR summarized below, section 8b.)

The Publications Committee submitted an estimated budget of \$957.00 for the production of 3 newsletters. Arlene has also obtained an ISSN for the *MHSLA News*; number 1543-0359. Leslie Behm has volunteered to submit an article on chat reference services for the next issue of the *MHSLA News*.

Changes to the MHSLA web site include reorganization of the 2002 conference information, updating the home page to include 2003 conference information, the addition of MHSLA “stationery” with logo in Word format, and revision of pages to make them print properly.

**g. Research Committee**

No report from the new committee. Sandy Swanson stated that the previous committee was reviewing the first draft of an article forwarded to them by Carole Gilbert.

**h. Resource Sharing**

Sandy Swanson reported that MISHULS has been formatted for printing and that orders are now being taken.

A seven-member selection committee is reviewing lists of materials available from NetLibrary to add to the MeL eBook collection, and anticipates making its final selections by February 28. The purchase will be made with funds received through the Ariel grant.

The next project will be the collection of interlibrary loan data. The Committee will call for statistical data when the year-end DOCLINE reports are available.

Work will begin on the membership survey as these other projects draw to a close. The survey will collect technology-related information to assist committee members to determine what services to offer, and also to assist members to exchange information about online catalogs and other technologies.

**j. Technology Committee**

Harvey Brenneise reported on several projects currently being discussed by the Committee.

Harvey was requested to investigate the possibility of digitizing journals held by MHSLA libraries for the purposes of saving shelf space and sharing resources. He determined that too many legal issues would arise in such an undertaking. Harvey suggested that we could pursue talks with Michigan health-related agencies or associations to develop joint projects. This might include providing them with information or recommendations to use Highwire or PubMedCentral to disseminate their publications electronically. The Board supports Harvey’s proposal to gather further information.

Harvey mentioned that developing a virtual medical reference service was an area of interest.

Harvey reports that additional medical libraries could be added to DALNET using LSTA grant funds. Joan Emahiser, as a member of DALNET, advises that DALNET could approach EPIX (the Integrated Library Service vendor) to expand its service area somewhat beyond southwest lower Michigan, but that being added to DALNET would be a huge undertaking for a medical library and that EPIX may be too much system for small medical libraries. Harvey notes that there is too little time left in this LSTA grant cycle for the level of negotiation needed to pull together such a project.

Harvey is currently rewriting the Ariel grant to add 11 more libraries. Funding for training library staff in using Ariel and Clio is included in the grant; Harvey will discuss Ariel training with Maureen Watson

of the Education Committee. As an aside, Harvey noted that through an MPHI grant, Michigan public health data is being made available on the Internet.

The Board discussed the issues of parity for Canadian libraries and discounts for small hospital libraries to boost participation in the Stat!Ref consortial purchase. Zeeland Community Hospital library has requested to purchase at a “one-half user” level. Discussion revolved around defining a “small hospital” and a need to maintain that a hospital must have a library (or be part of a health system with a library) to be considered for inclusion in the consortial purchase, to avoid encouraging hospitals to drop library services in favor of discounted electronic subscriptions provided through MHSLA. The Board recommended that Harvey permit Zeeland Community Hospital to join for “half price.” Several suggestions were made to assist in determining who may participate, including reference to Michigan’s LSTA guide definition of a library and an article in JMLA defining standards for hospital libraries.

Harvey also explained the rationale for current pricing, MHSLA purchases a 40-simultaneous-user license for Stat!Ref’s charge plus 5% to MLC for handling. That sum, divided by 40, is one “user license.” Institutions buy one or more “user licenses.” User license purchases above 40 constitute a buffer from which additional titles may be purchased. If the buffer becomes too large, a portion of its “user license” fee may be refunded to participating libraries.

The Board expressed no support for a parity adjustment to Canadian libraries at this time. Harvey was requested to check with Stat!Ref to see whether they offer a Canadian rate.

The Board discussed subscription agencies and problems members are experiencing with Faxon/divine and other agencies. No action was taken.

## **7. Introduction of new Committee Chairs**

No report.

## **8. Regional Group Reports**

### **a. ERHSLA**

As the Local Arrangements group, ERHSLA is currently working on the 2003 Fall Conference.

### **b. GMR Regional Council**

Arlene reports that Kara Thompson was hired as GMR’s Communications Coordinator, replacing Stephanie Weldon. While Stephanie had maintained a personal MHSLA membership, Kara had requested that Arlene place her on the mailing list for the *MHSLA News*. The Board declined to provide a free copy of the *News* to Kara and recommended that she obtain a membership. It was noted that the only free recipient of the *News* is Library of Michigan, which maintains a copy for archival purposes.

### **c. MACHIS**

No report

### **d. MDMLG**

Joan Emahiser reports that a meeting is planned at Providence Hospital on February 20, 2003. The education topic will be IRBs (Institutional Review Boards). Detroit Medical Center (DMC) will be opening a facility in Oakland County that is expected to include an Orthopedics library.

### **e. M-MHSL**

Sheila Bryant was unable to attend, but forwarded a written report. The group is holding elections for the offices of president and secretary. The MLA Satellite teleconference on HIPAA will be hosted at Michigan State University’s Main Library on March 12. On February 18, guest speaker Ruth Holst will present a session on writing a successful (NN/LM GMR) grant at Sparrow Hospital; it may be possible for others to hook up for a teleconference via REMEC.

**f. NMHSLG**

Janette Ransom has left NMHSLG, taking a position at Interlochen Public Library. Her replacement as NMHSLG representative will be Susan Wischman.

Munson is implementing its NLM grant. Staff members are planning to attend PubMed training. The library is investigating a project to link library databases to the electronic medical record (EMR) using Cerner PowerChart. Staff attended a conference concerning the USA Patriot Act, hosted by Craig Mulder at Northern Michigan University. Chris Allen is participating in a study linking outcomes with Consumer Health library usage. The study is a collaboration between University of Washington and University of Michigan. The library is also involved with a community seminar on HIPAA. Positive feedback on the links to databases from the library web page has resulted in a request from Munson’s CEO that the library have a tab from the institution homepage.

Anne Foster is “working double-time” while a new library is under construction at Northern Michigan Hospital. The new library is expected to open March 1, 2003.

**g. UPHSLC**

UPHSLC is partnering with MHSLA for the HIPAA teleconference.

**h. WMHSLA**

WMHSLA recently held elections. Eleanor Lopez was selected as president-elect, Maureen Watson assumes the role of President and representative to MHSLA, Sandy Swanson continues as Treasurer, and Jennifer Barlow continues as secretary. The group plans its next meeting to be held with the HIPAA teleconference at Spectrum Health—Butterworth, and is involved in early planning for the 2004 MHSLA fall conference, tentatively to be set in Kalamazoo.

**9. Old Business**

None.

**10. New Business**

Alexia had forwarded a n Inclement Weather Notification System policy for the Board to consider. After brief discussion, a decision on the policy was tabled until Alexia could be present.

Mike Simmons reported that GMR had offered \$1000 to sponsor 3 sites for MLA’s HIPAA teleconference, to be held on March 12, 2003. The three sites selected were Spectrum Health-Butterworth in Grand Rapids; Munson in Traverse City; and Marquette General in the Upper Peninsula. MSU had already signed up to host the teleconference in Lansing before the GMR sponsorships became available. No one had heard whether University of Michigan or another eastern Michigan site had signed up. The cost to receive the transmission would be between \$250 and \$350.

Mary A. Hanson presented the motion: *that MHSLA sponsor a teleconference site on the east side of the state, at a location to be determined later.* Mike Simmons seconded. Motion carried.

**11. Adjournment**

Joan Emahiser adjourned the meeting at 1:07pm.

Respectfully Submitted,

Sandra Swanson, secretary *pro tem*

IN ATTENDANCE:

Joanie Emahiser	President-elect
Cheryl Putnam	Local Arrangements
Mary A. Hanson	By-laws
Sandy Swanson	Resource Sharing
Maureen Watson	Archivist / WMHSLA Representative
Michael Simmons	Immediate Past President
Arlene Weismantel	Publications
Susan Kendall	Membership
Harvey Brenneise	Technology

*Via teleconference:*

Barbara Platts	Nominating, NMHSLC
Yvonne Bourdeau	Guest
Linda Winslow	UPHSLC