

MHSLA EXECUTIVE BOARD MEETING

November 19, 2002

Sparrow Hospital, Lansing, MI

Minutes

Call to order

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

President's remarks

Judy Barnes will send Minutes of the Executive Board meetings to Arlene Weismantel after corrections have been made. A draft of the current minutes will be sent to the Board only via e-mail. Judy will arrange this with Arlene. Judy will also continue to mail agendas and minutes to Board members.

Minutes of the General Business Meeting will be approved by the general membership at the next Conference. Alexia did call for any corrections or changes to be forwarded to Judy Barnes.

Alexia also noted that the minutes would be tape recorded to assist in transcription.

Approval of minutes

Mike Simmons moved and Joanie Emahiser seconded a motion to approve the Minutes of the October 16, 2002 meeting with the following corrections:

- Under President's remarks, fourth paragraph, sentence should begin with Mike not Mile.
- Under Regional Group reports, NMHSLG, Name of the hospital corrected to read: Paul Oliver Memorial Hospital.

The motion was carried.

Archivist's report

Mike Simmons asked what to do with the Conference Poster on MHSLA leadership, past presidents. It was agreed that next president would keep the poster for future use. Mike stated he would give it to Alexia. Maureen stated that she would accept photographs of the posters taken at the conference, rather than the posters themselves. She also passed around the photographs taken at the Conference.

Maureen reported that there was no information yet on finding a permanent location for the archives. She indicated that Ferris State University is weeding its archives and that she was looking to house them there with a ceremony and publication.

Mary Hanson asked if copies of the Annual reports of the Committees were part of the Archives. Maureen indicated that past years' reports were in the Archives but the current year was not. Alexia encouraged all Committee Chairs to forward copies of their annual reports to Maureen to be sure that copies were in the Archives.

Judy Barnes also reported that since the annual reports were part of the annual business meeting, that copies were kept in the minutes as well.

Treasurer's report

Janet Zimmerman presented the Treasurer's report. Joanie Emahiser moved and Cheryl Putnam seconded a motion to approve the Treasurer's report. The motion was carried.

6. Review of Committee reports

Standing committees:**Audit**

No report.

Bylaws

Mary Hanson reported that the bylaws revisions had not been re-typed yet. She asked that Board members review the sections relating to their offices and report changes or areas, which need attention to her. Alexia asked that the recommended changes be e-mailed to her before the next meeting.

Alexia also stated she would e-mail the list-serve asking for volunteers for the Bylaws Committee.

Mary reminded that all changes will need to be distributed to the general membership 30 days prior to the Business Meeting at the Conference.

Conference Planning

Alexia distributed the final Conference Report. (A copy is attached.) She stated that the conference was highly rated with 85% rating it good or excellent. The expenses that are noted are estimates. Thanks to donations and the hotel waiving some charges because Joanie Emahiser was so organized, the Conference stands to make approximately \$3,000. Alexia indicated that there were a lot of good suggestions on the conference evaluation forms, especially with regard to audiovisual requests. Alexia will forward copies of the reports to Arlene Weismantel to be included on the Web site.

Harvey noted that the Canadian librarians indicated that they would better attend the meetings if prices on conference fees were lower. Diana Balint asked, "How many people are we talking about?" It was agreed that increasing the attendance while reducing the costs could allow the conference to break even. Harvey indicated that he had worked out a "parity formula" for the exchange rates for other conferences and would e-mail a copy to Joan to review. Joan will report at the next meeting.

Joan stated that the Conference Planning committee met at Frankenmuth and toured the facility and looked at the meeting room.

Education Committee had a brainstorming meeting at the site as well.

Education

Gurpreet Rana distributed the Committee's charge, objectives and roster. She also reported that she had lots of volunteers sign up at the poster session at the conference. She also distributed copies of the expense reimbursement and scholarship policies.

Preet said that Diane LeBar reported that they needed to revise the speaker definitions and reimbursements. Alexia indicated that a definition for "member speaker" needed clarification. Preet agreed to have the committee develop and submit recommendations for honorariums, etc. at the next Board meeting.

Alexia raised the question of how long do we wait until the speaker forfeits their fees. She stated that one of the speakers had not yet turned in their reimbursement vouchers. Joanie Emahiser suggested that the initial letter verifying the participation in the conference include deadlines for reimbursement. Janet Zimmerman suggested that we pay the honorarium, but not the expenses unless the speaker submits a report. It was agreed that the reimbursement forms be required to be returned within 30 days of the conference, but allowing 60 days before the reimbursements are forfeited.

Alexia suggested that the member scholarship winners be given three nights stay so that they can attend the CE courses. She noted that student scholarship winners do not get CE, only a two night stay. Preet agreed to bring recommendations concerning scholarships to the next meeting.

Preet noted that the next meeting of the Education Committee would be on December 13 and that the Committee was following up on CE courses. She stated that the most requested program on the conference evaluations was grant writing. She said that the Committee is also looking at Evidence Based Librarianship workshops.

Local Arrangements

Cheryl Putnam distributed Local Arrangements Committee goals and objectives listing the persons responsible for each activity. She stated that the Committee would meet again on December 3 and after receiving Preet's report from her committee, Local Arrangements would solidify room arrangements. She stated that the one disappointing aspect of the Bavarian Inn is that they do not have any computer facilities. As a result there will be no "hands-on" classes. She did state that modem capabilities are available.

Cheryl stated that the Committee is considering a boat ride and dinner as the Special Event. She said that room charges will be \$99 to \$129.

Membership

Susan Kendall reported that the Committee had no report. She said that she had received the database from John Coffey. She asked if the Committee should e-mail the membership forms or mail the forms. The consensus was that the Committee mail the forms directly to the members, but that a copy of the form should be available on the Web site. The form mailed will include the information as it exists in the database so that members can change only those things that differ from the database.

Susan reported that she had not received information regarding the Committee charges, other than what was in the Bylaws. and asked for Board input. Harvey and Mike agreed to work with Susan to generate the forms and database.

As for postage and handling fees, Susan asked how the Committee should handle the mailing expenses. It was agreed that she would get receipts, which should be turned over to MHSLA for reimbursements. Susan will get MHSLA envelopes from Arlene. It was noted that "in-kind" donations for mailing and postage should also be recorded for the purposes of budgeting for the Committee.

The Board agreed that participation in consortial agreements such as StatRef require institutional memberships. Harvey indicated that the data had never been compared with the membership list. Susan and Harvey will work together to determine if all participants are in compliance.

Nominating

Barbara Platts reported that the Committee is charged with developing a slate for President Elect, Secretary and three Nominating Committee positions. She hopes to submit the slate to the Board at the May meeting.

Publications

Alexia submitted the Publications Committee report on behalf of Arlene Weismantel. The report recommended Bylaws changes for the Committee. She stated that the Committee's responsibility for the membership list should be eliminated as it is a charge of the Membership Committee. Arlene's report also outlined Committee members, goals and responsibilities for 2002-2003.

Research

Alexia stated that Carole Gilbert had no report because she was under the impression that this was an ad-hoc committee and that charge was completed. Alexia asked if that was an appropriate change to make to the Bylaws.

It was noted that the Committee is a “standing committee” and as such is appointed every year, but that most research projects take more than one year to complete. Maureen stated that Carole had not submitted a final report as yet and as such continues to be Chair. In the interim, Alexia stated that she would contact Carole and that they will work on revising the Bylaws to better reflect the Committee’s charges. Alexia said that she would e-mail the listserve suggesting ideas for the Committee and asking for volunteers to chair it. She indicated that she will name a new chair and submit recommendations for Bylaws changes.

Harvey indicated that his committee could use help in acquiring data for the grant projects. Preet asked the Committee consider evaluating the electronic journal club project to determine interest of the membership and appropriateness of the charge to the Education Committee.

Alexia agreed to take these suggestions under advisement.

Resource Sharing

The roster, charge and goals for the Committee were presented by Alexia in Sandy Swanson’s office. Alexia reported that Sandy Swanson had requested a \$700 budget for the Committee to develop the MHSLA survey, Consortial purchases, suggesting titles for NetLibrary and other Document Delivery activities. Alexia moved and Sheila Bryant seconded a motion to allow the budget. The motion was carried.

Technology

Harvey Brenneise reported that Stat-Ref had just gone through the renewal cycle. He indicated that it appeared that larger institutions such as MSU would have a larger share to pay as their usage was increased. He reported that libraries were added and the current usage is at 40 users and building toward 60 users.

Harvey said that he was working with Cheryl, who was trying to set up solutions for small rural libraries for e-sources. He indicated that he had talked with Margaret Campbell regarding participation for the Canadian Libraries. Alexia asked if Harvey could survey the hospitals that did not sign up and find out why. She wondered if the issue was the number of users or the cost and if there was a possibility that the smaller hospitals could share a “user”.

Mike asked if MHSLA had a sufficient number of users. Harvey reported that looking at the statistical data shows that there are not as many simultaneous users as we have bought. He did indicate that enough money has been collected to raise the number from 40 to 60.

Harvey and Alexia will communicate via the listserve and put suggestions out to the membership.

Harvey reported that the participants involved in the Ariel grant are developing lists of what equipment is needed. He also stated that additional libraries may be added. Harvey will resubmit the grant in February to add additional libraries. Alexia asked Harvey to bring the re-written grant to the next meeting for review. Harvey stated that training is included in the grant.

Maureen suggested that there be a support staff workshop program on Ariel. Preet agreed that this was a good subject for a workshop and that she would attempt to arrange for a workshop for 30 participants at Central Michigan University.

Harvey reported that Sandy Swanson was working on selection of publications for adding to NetLibrary. He indicated that he had compared the Ovid list with NetLibrary and that there is some overlap. Deadline for consumption of the funding is September 30.

Harvey stated that DALNET wants to work with hospital libraries in the Detroit area regarding online catalog participation in order to secure grant money. He indicated that he would put an announcement in the MHSLA newsletter.

Harvey brought up the subject of Virtual Reference and indicated that there could be grant money available to try this sort of project. Preet indicated that U of M had a pilot project but was finding some difficulties in dealing with the multiple subject areas within a specialized library. Harvey said that there are some virtual reference projects involving strictly medical questions. Alexia suggested that those libraries participating in virtual reference could submit a series of articles for the MHSLA News.

8. Regional group reports:

ERHSLA

GMR Regional Council

No report.

MACHIS

No report: Alexia stated that Marge Kars has decided not to continue as Chair. She and Ken Nelson have discussed his taking over. Alexia stated she will remove MACHIS from the regional groups until such time as they indicate their continuation.

MDMLG

Diana Balint reported that MDMLG will be having a meeting on Thursday at Wayne State University's on alternative occupations for librarians.

M-MHSL

Sheila Bryant reported that the M-MHSL met on November 11 and discussed Bylaws and programming for the new year. She stated that they will elect a new secretary and president in the new year.

NMHSLG

Barbara Platts reported that the representative is Susan Wischman but that she will report in the interim. She said that they started implementing the new grant and that hardware was ordered. Barbara said that there was a lot of publicity and media attention. She said that they have a professional position open. Barbara also said that their group wants to sponsor and broadcast the US Patriot Act Conference. She indicated that Craig Mulder may be able to do it at Northern Michigan College. Barb also reported that Chris Allen from the Community Health Library had attended a conference at the University of Washington on promoting outcome-based evaluations.

UPHSLC

Linda Winslow indicated that she and Janice Heather had not met yet, but that they will be looking at programs and opportunities for cooperation among the libraries for the new year. Alexia asked if Nancy Manninin's position had been filled yet. Linda had no information.

WMHSLA

Maureen Watson reported that Dick Perrin was no longer President. She said that they would be meeting on Thursday and that she was President and would serve as local representative. They are expected to decide on where to host the 2004 conference at that meeting.

Old Business

Alexia stated that as the Grants and Consortial Agreements Committee had been dissolved at the last meeting, she would speak with members to develop a plan for how to handle such projects and report at the next meeting

Alexia asked Mike Simmons to develop ideas for goals and charges for a Publicity Committee. Mike indicated that the Committee could also work with Research and that it could be involved in creating marketing packets for libraries, physician recruitment, etc.

Harvey asked what is happening with OVID. Mike indicated that there is information on the Web site and a trial of about 20 books for MHSLA members to review. He said that the survey results are being tabulated and that pricing will follow. He said he would report at the next meeting, but does not expect pricing to be reasonable. He expressed difficulties with duplication among the various databases.

New Business

Mike reported that he is attending the RAC meeting at the GMR on December 13.

Alexia requested that Committees have their budgets including in-kind donations for the next meeting. She also asked that the annual reports reflect an accounting for the Committees.

Diana Balint asked if there were any arrangements for cancellation of the Board meetings for foul weather. Alexia agreed to discuss a plan via e-mail. Alexia also confirmed the dates of the upcoming meetings. Joanie Emahiser asked that a meeting be scheduled for September and that the October meeting be strictly for transitional activities. Mary suggested that the meeting be a buffet dinner, with something quick and that the members eat while meeting.

Harvey asked that the Local Arrangements Committee also look at providing sufficient time be allocated for the Business Meeting at the Conference.

Adjournment

There being no further business to discuss, the meeting was adjourned at 12:35pm.

Respectfully submitted,

Judy Barnes, Secretary