

**MICHIGAN HEALTH SCIENCES LIBRARIES
ASSOCIATION
EXECUTIVE BOARD MEETING**

July 16, 2002
Sparrow Hospital, Lansing, MI
Minutes

1. Call to order

The meeting was called to order at 10:10am by Mike Simmons. Members of the UPHSLC and NMHSLG local groups were present via teleconferencing.

2. President's remarks:

Mike Simmons reported on the Michigan Health and Hospitals Association Annual Meeting. He recommended that MHSLA become more closely aligned with MHA. He also put forward the name of Stephen Byron as a possible speaker for future meetings. He also suggested that members of MHSLA submit articles to the MHA magazine with Executive Board approval.

Harvey Brenneise suggested working together with MHA and other Michigan associations.

Alexia Estabrook suggested MHSLA explore services to other libraries.

Mike also suggested forming an Ad Hoc Committee for Marketing. Mike and Alexia agreed to explore this issue and share information via the Board's web site.

3. Approval of minutes

Minutes of the May 16, 2002 meeting were reviewed. The following corrections were made:

Archivist's Report: The person at the Michigan Archives was on leave, not the person at the Library of Michigan.

Bylaws: Change wording from "will contribute wording for the Bylaws" to: "will contribute wording to Bylaws".

Bylaws: Add: "by Mike Simmons recommended exploring the possibility of having the Immediate Past President serve as head of a committee to handle consortial agreements."

Education: Cheryl Putnam, not Carole Gilbert "reported that there were 24 attendees..."

Nominating: Correct paragraph to read “Ken Nelson reported that the name of Sheila Bryant had been added to the slate as a candidate for Nominating Committee.”

Research: Alexia Estabrook “reported for Carole Gilbert...”

Judy Barnes moved and Arlene Weismantel seconded the motion to approve the minutes with corrections. The motion was carried.

Arlene Weismantel raised the question of “How do we appropriately correct spelling errors made in previous meeting minutes after they have been approved and corrected?” The Board agreed that simple spelling errors may be made without Board approval as long as the context of the document is not changed.

4. Archivist’s report

Maureen Watson reported that she would have a poster for the October meeting on “Past Presidents”.

5. Treasurer’s report

Treasurer’s report was approved as read.

6. Committee reports

Standing committees:

Audit

No report.

Bylaws

Mary Hanson reported that the Committee was working on revisions regarding Resource sharing, including combining the Document Delivery and Collection Development committees. Revisions regarding the rights and privileges of Institutional membership vs Personal membership will also be proposed. She indicated that the Committee recommended that the State Council Representative position be eliminated from the Bylaws. (See attached proposed revisions.)

Alexia Estabrook moved and Joan Emahiser seconded the motion to present the proposed Bylaws to the general membership for a vote at the Annual Meeting. The motion was carried.

Judy Barnes will include the proposed Bylaws changes in the mailing of the Ballot so that members will have an opportunity to review the changes before the Annual Meeting.

Conference Planning

Education

Diane LeBar distributed the preliminary program for the conference. She stated that the Committee had selected the scholarships randomly as time was getting close. She recommended that the next Chair select candidates based on merit.

Mike Simmons and Alexia Estabrook reported that there would be an “Executive Board Poster” featuring those committees, officers and other positions for which it did not make sense to have individual posters. These include: Bylaws, Archives, Audit and Institutional Representatives.

Arlene Weismantel stated that she would be putting the forms for requesting audiovisual equipment for poster sessions on the Web site.

Mike Simmons recommended that MHSLA extend a Conference invitation to Mary Jo Starkweather at MHHA with a complementary membership. He suggested that Alexia, as President-Elect, make the invitation and send a separate letter of thanks for the **ATLAS** conference invitation. He also recommended that we send an invitation to Christie Brandau, State Librarian.

Local Arrangements

Joan Emahiser reported that Ken Nelson had solicited vendors and that the revenue generated was nearly \$4,000. She stated that the menus for the breaks, etc. were set. MDMLG will be supporting the “Dessert Extravaganza”. The registration forms will go out shortly and Doris Blauet was waiting on labels.

Collection Development

No report

Document Delivery

No report.

Membership

No report.

Nominating

Ken Nelson reported that he had turned over the slate to Judy Barnes. Judy will mail ballots out as soon as she receives mailing labels and stationery. Ballots will be returned to Ken.

Publications

Arlene Weismantel reported that the newsletter needs articles and suggested that Committee chairs submit for publication. She also stated that the Web site had had some difficulties and was currently down. She said that when the site comes up again passwords will have to be reset.

Whether or not the Web site should be open just to members or to all parties was discussed. Further discussion would be carried out on the Board's Web site in conjunction with text for the Bylaws revisions.

Arlene reported that the Web contains the latest issue of the Membership Directory, the MHSLA Newsletter, the 2000 Bylaws in HTML, and the Executive Board meeting minutes and agenda. Judy Barnes agreed to e-mail minutes to Arlene for posting on the Web site.

Arlene will wait until the new Committee Roster is presented by Alexia to post it on the Web site. Final Chairs should be known by November. She stated that updated Conference planning information would also be posted on the Web including a registration form.

Arlene reported that she received a suggestion that Committee Manuals also be put up on the Web. Mike Simmons suggested that the Committee goals and objectives and at least the Committee Charge be posted. The Board agreed that this was not necessary since the charges to committees are in the Bylaws.

Research

Alexia Estabrook reported that the Committee was still tabulating the results of their survey.

Technology

Harvey Brenneise stated that the grant proposal announcement will not come until September. The possibility of posting the grant application on the Web was discussed. Harvey said that MPHI had submitted the grant on behalf of MHSLA. He also said that there was another round of grants coming in August.

As for the StatRef renewals, he indicated that the invoice was 75% of last year's rate. He said that he would be figuring statistics for the group.

Harvey reported that he had EZ Proxy loaded on his server so that he could test it.

Harvey stated that he and Mike Simmons had met with the Swets/Blackwell representatives and presented Swets/Blackwell's Consortia Service Proposal. The proposal includes two models. Talks are ongoing. Harvey stated that he and Sandra Swanson would be meeting with the people at OhioLINK to get a benchmark on what they negotiated. The Board briefly discussed issues such as pricing, PubMed connectivity, use of Swets' Net Navigator, link-out capability and collection crossover issues. Harvey indicated that all these would have to be worked out. He noted that titles would be negotiated through Swets and that he thinks Swets would be handling the authentication processes. Mike suggested that any questions members had regarding the Swets/Blackwell proposal be forwarded to Harvey.

Mike Simmons reported that talks with OVID were also continuing. He stated that OVID had a books offering. This could be put on the MHSLA Web site behind the members only section. This would enable members to vote on titles to be included. He stated that the OVID concurrent users aspect was "an awkward arrangement."

Mike also spoke about the Natural Medicine Database, indicating that NMD came to the top of the list of recommended sites most frequently. He also stated that one concurrent user license was \$795. Harvey and Mike will negotiate prices for this database as well as Ebsco's Health Business FullTEXT Elite.

7. Regional group reports:

ERHSLA

Cheryl Putnam reported that their group had met with OVID and is negotiating pricing. She stated that OVID is promoting their "Books on OVID" program. If anyone is interested in participating, that they contact Lea Ann McGaugh or her.

GMR Regional Council

Arlene Weismantel stated that she had no new news to report.

Mike Simmons encouraged members to contribute articles to E-Sources.

MACHIS

Mary Hanson reported that Marge Kars would be participating in a panel discussion at the Conference.

MDMLG

Joan Emahiser. Reported that their group was hosting a summer luncheon. She indicated that they were also working on a survey of compensation. Their next meeting will be at the Childrens' Literacy Volunteers of America. Joan also reported that Diane O'Keefe was elected President of MDMLG.

M-MHSL

Mike Simmons reported that M-MHSL had met at MPHI and had a demo by Swets Blackwell.

NMHSLG

Barbara Platts reported that Craig Mulder was developing a curriculum at NMU to cover research strategies. Munson Staff will teach some of the classes. She stated that support staff would be taking the Access Michigan training.

Barbara also indicated that the Research Center in Frankfurt had received a \$45,000 grant from the state.

UPHSLC

Linda Winslow reported that their group had met in Houghton on June 14 and shared a workshop on government documents at NMU.

WMHSLA

No report.

8. Old Business

There was no old business to discuss.

9. New Business

Alexia Estabrook moved that the following persons be accepted as chairs for the 2002-2003 MHSLA committees:

Bylaws:	Mary Hanson
Education:	Gurpreet Rana
Membership:	Susan Kendall
Publications:	Arlene Weismantel
Technology:	Harvey Brenneise

The Document Delivery and Collection Development Committees if merged per the Bylaws amendments would be co-chaired by Sandra Swanson and Valeria Long.

Parliamentarian: Mary Hanson

Alexia stated that she had not yet received approval from Patty Scholl to place her name for Audit Committee Chair. She stated that she will seek approval from the Board via the Board's web page.

Mike Simmons seconded the motion, and the motion was carried.

9. Adjournment

With no further business to discuss, the meeting was adjourned by Mike Simmons at 12:18pm.

Respectfully submitted:

Judith A. Barnes, Secretary

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ADDENDUM TO THE MINUTES**

The following discussions were carried out on the MHSLA Executive Board Web site. Transcripts have been edited for brevity.

1. Discussion concerning e-mail vote and addendum to the minutes.

Since there are no provisions in the Bylaws for managing Executive Board transactions over the Internet, Judy Barnes raised the question of how to handle the various discussions and votes now being addressed online.

Mary Hanson, 7/25/02

“...as Bylaws/Parliamentarian ...an official motion from Alexia, plus a second, then we can discuss, and then Mike calls for the vote.”

Mike Simmons, 7/25/02

”...record this for the minutes...as an ‘electronic Addendum’ to the last Board Meeting.” “...as long as it is recorded and indicated how we went about it...we should give some consideration to formalizing the procedure for the Bylaws...”

Carole Gilbert, 7/26/02

”...MLA Board...had several fax votes. The MLA lawyers insisted on this because faxes can be signed and a signature verified if necessary. There is no way to verify an electronic vote...someone could use someone else’s email and one would never know. As for the minutes: there was always a section which stated something like ‘the following facsimile votes were approved by the Board’. This statement would be at the NEXT Board meeting where the Board’s approval (in person) would be given to qualify the fax votes.”

Mary Hanson, 7/26/02

“I thought at the July board meeting we approved Alexia’s list of committee chairs with the additional statement that she was still ‘working on’ Patty for the Audit Committee. SO, since the basis for this vote is already in the July minutes, an addendum to those minutes should be sufficient.”

“We have the guidelines for e-mail voting that were LABORIOUSLY developed a year ago (after the NetLibrary business), but recording a decision for posterity was not addressed. Probably should be.”

“We don’t have a provision in the bylaws for fax votes...we don’t have a provision in the bylaws for any of this (fax or e-mail), although the bylaws do state that we ‘follow’ Robert’s Rules of Order, and Robert has addressed this, sort of.”

“...In the mean time, append this decision to the July board minutes.

2. New member scholarships:

Alexia Estabrook, 7/24/02:

“Recently, a question arose as to whether an applicant for the MHSLA New Member scholarship had to be personal member or if being a staff member of an institutional member would suffice. Mike (Simmons) and I spoke this morning and came to the conclusion that it would be okay if they were a staff member of an institutional member, with the encouragement of them becoming a personal member the next membership year. Perhaps that person never felt the need or saw the value of being a personal member.

Thoughts? Comments?”

Diane LeBar, 7/24/02

“I think that staff members of institutional members should qualify...”

Lea Ann McGaugh, 7/24/02

“...I think either institutional or personal members should be eligible. ... We are trying to encourage participation from people who might not yet understand the value of personal membership.”

Ken Nelson, 7/25/02

“If all institutional members, who have not yet attended a conference can qualify...it should encourage participation...”

Based on the e-mail discussions, the Board agreed.

3. MHSLA Board Appointment

Alexia Estabrook, 7/25/02

“With the MHSLA Executive Board’s approval, Patty Scholl, from St. Joseph Mercy Hospital in Pontiac, has agreed to be the MHSLA Auditor.” This motion was made by Alexia Estabrook, seconded by Doris Blauet, and carried.

MHSLSA EXECUTIVE BOARD MEETING
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ATTENDANCE

	NAME	POSITION	VOTE	PRESENT	ABSENT
1	Mike Simmons	President	X	X	
	Alexia Estabrook	President-elect	X	X	
	Doris Blauet	Immediate Past President	X		X
2	Judy Barnes	Secretary	X	X	
3	Maureen Watson	Archivist		X	
4	Cathy Eames	Treasurer	X		X
5	COMMITTEES				
	Lea Ann McGaugh	Audit		X	
	Mary Hanson	Bylaws		X	
	Alexia Estabrook	Conf Plann		X	
	Diane LeBar	Education		X	
	Doreen Bradley	Local		X	
	Joan Emahiser			X	
	Valeria Long	Coll Dev			X
	Sandy Swanson	Doc Del			X
	John Coffey	Membership			X
	Ken Nelson	Nominating		X	
	Arlene Weismantel	Publications		X	
	Carole Gilbert	Research			X
	Harvey Brenneise	Technology		X	
6	LOCAL GROUPS				
	Cheryl Putnam	ERHSLA	X	X	
	Arlene Weismantel	GMR	X	X	
	Marge Kars	MACHIS	X		
	Joan Emahiser	MDMLG	X	X	
	Sheila Bryant	MMHSL	X		
	Janette Ransom	NMHSLG	X	X	
	Linda Winslow	UPHSLC	X	X	
	Sandra Swanson	WMHSLA	X	X	
7	GUESTS:				