

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

March 19, 2002  
Sparrow Hospital, Lansing, MI  
Corrected Minutes

**1. Call to order**

The meeting was called to order at 10:05am by Mike Simmons. Members of the UPHSLC and NMHSLG local groups were present via teleconferencing.

**2. Approval of minutes**

Minutes of the January 15, 2002 meeting were approved with these corrections:

Approval of Minutes – correct spelling of Sheila Bryant’s name.  
Education – Change Barbara Cole to Barbara Johnson  
Document Delivery – Change ETF to EFT  
MDMLG report – Bylaws changes were “proposed”.

**3. Archivist’s report**

Maureen Watson reported that Joan Emahiser had given the MHSLA banner to her and that in the past, no memorabilia had been maintained in the MHSLA Archives. She asked for discussion on what was to be done with the banner. She stated that as the MHSLA logo and colors had changed, it was time to retire the banner permanently.

After some discussion, Maureen agreed to ask the Library of Michigan about holding MHSLA’s archives. Discussion of the disposition of the banner was tabled until the question regarding storage of the Archives could be answered.

**4. Treasurer’s report**

Treasurer’s report, submitted via telefax, was approved as read.

**5. Committee reports**

Standing committees:

**Audit**

Lea Ann McGaugh reported the Committee met on March 5, 2002 to review the MHSLA financial records. She stated that the records are in good shape but that some background corrections had to be made. This resulted in the corrected Treasurer’s report dated March 15, 2002.

## **Bylaws**

No report.

## **Conference Planning**

Alexia Estabrook reported that the Committee had met and drafted the budget for the fall education conference. She stated that the Committee was still negotiating honorarium with one of the speakers. Thus far, the full conference registration was set at \$300.

The Committee also recommended a "B.Y.O.B." (bring your own bag) program for the conference which would save upwards of \$1,650. Alexia moved that the "B.Y.O.B." program be adopted for the conference. Doris Blauet seconded, and the motion was carried.

## **Education**

Diane LeBar distributed a tentative schedule for the fall conference. She reported that Rosalind Lett's speaker's fee was still being negotiated. She agreed to revisit the issue via the Board's listserv.

Doris Blauet moved that the Fall Conference tentative program be accepted. Cheryl Putnam seconded and the motion was passed.

Diane also reported that the Support Staff class was scheduled for May 10, 2002. The program will be held at Central Michigan University. Leslie Behm will be the instructor. Course costs will be \$30 for MHSLA members and \$40 for non-members.

## **Local Arrangements**

Joan Emahiser reported that the Committee had met last week and indicated that the first publicity releases for the fall conference will go out the first part of April. She said that the Committee discussed the "B.Y.O.B." idea along with a great bag exhibit where attendees could swap bags.

Exhibit, vendor and sponsor fees were also discussed. Joan stated that the Poster sessions were moved to the Business meeting on Thursday, and that the subjects will be presentations by the Committee Chairs.

Joan reported that the vendors would be around the edge of the main ballroom, with round tables in the middle to accommodate breakfast with the vendors.

Doreen Bradley reported that MDMLG would sponsor a “dessert extravaganza” break estimated at \$750.

Doreen stated that the block of guest rooms held for MHSLA will be released 60 days prior to the conference. Members are encouraged to register by August 15. Guest rooms will be \$120 for single, \$130 for double, plus taxes.

Doreen also reported that menu selections have to be made 30 days in advance. She stated that the special event will be dinner at the Michigan Union and a tour and scavenger hunt at the Museum.

### **Collection Development**

Valeria Long reported receiving 19 order forms for the MISHULS directories as of March 18. She stated that 24 copies of the directory were being produced to accommodate orders. She anticipated that the directories will be mailed the week of March 25.

### **Document Delivery**

Sandy Swanson stated that Electronic Funds Transfer services were available to Resource Libraries in Region 3, but that only 3 had registered thus far.

### **Membership**

John Coffey reported that there are 124 paid memberships; 70 personal and 43 institutional; 11 both personal and institutional.

John stated that there were seven past members who did not respond to e-mails and asked the Board to help locating these former members. He suggested that the Membership Committee maintain a separate list for marketing purposes, which would include persons that MHSLA may want to reach with educational program announcements, etc.

John also stated that the membership form needed to be revised and that he and Arlene Weismantel would present a revised form for approval at a future meeting.

John questioned the status of Institutional representative's eligibility for reduced conference fees. It was noted that according to the 2000 Bylaws, reduced rates are for “designated members only.”

Joan Emahiser suggested that the revised form include a place to list other employees interested in receiving MHSLA mailings for the marketing list.

Mike Simmons stated that since Institutional membership was no longer required for participating in DOCLINE, that he would e-mail Mary Hanson with the suggestion that this be changed in the Bylaws. He also suggested that Alexia Estabrook instruct her appointed Membership Chair to review the issues of proxy server and grant participation as well as marketing and other processes associated with membership.

### **Nominating**

Ken Nelson reported that the Nominating Committee was ahead of schedule for producing a slate. He questioned if a candidate from the North could participate as officer via teleconferencing. The Board agreed that this was a viable option for participation for members of the Northern and Upper Peninsula groups.

Mike Simmons questioned how MHSLA would change due to teleconferencing technologies. He stated there was concern for who would host the meeting in the future after he left the presidency. A number of Board members indicated that there were teleconferencing technologies at their institutions which probably could be put into play should Mike not be a future participant on the Board.

Ken stated that the slate for President would include Joan Emahiser and Mary Jo Wyels; the slate for Treasurer would include Carol Aebli and Janet Zimmerman, and the Nominating Committee slate would include Barbara Platts, Richard Perrin, Pat Wolfgram, Joan Nashelsky, and Marilyn Kostrzewski.

### **Publications**

Arlene Weismantel reported that the winter issue of MHSLA News was out. She also stated that the MHSLA listserv had been moved to the GMR Web Site and that the directory was available on the site. She reported that an ad-hoc committee had been assembled to revise the web site further and would meet following the Board meeting.

Joan Emahiser and Doreen Bradley will send information on the conference to Arlene for posting.

### **Research**

Carole Gilbert submitted the Committee's report and budget for the project. She stated that the survey would determine whether or not a hospital library is a recruiting or retention tool, whether the library makes a difference in where physicians practice. She requested that the Board approve funding for postage. Doris Blauet moved that MHSLA fund the postage for proceeding with the survey project. Joan Emahiser seconded the motion and the motion was carried.

### **Technology**

Harvey Brenneise reported that he was still working on the proxy server provider issue. He stated he would "shop the market" at the ALA conference.

Harvey encouraged members to participate in the Benchmarking Web site so that the data could continue to provide statistical information to backup grant writing. He stated that he was evaluating resubmission of Ariel grant to LSTA or NLM. Carole Gilbert noted that NLM will not purchase equipment but will purchase access software.

Harvey reported that the StatRef program was going well. He said that he and Mike Simmons were working with Swets Blackwell on licensing for journals and that Mike was in discussions with McGraw-Hill. Harvey is waiting for proposals from OVID and will soon start discussions with Up-to-Date.

Sandy Swanson stated that Access Michigan changes included the elimination of CINAHL.

### **6. Regional group reports:**

ERHSLA

Cheryl Putnam indicated that the 2003 conference would be the 30<sup>th</sup> annual MHSLA conference. She requested any suggestions for celebration.

GMR Regional Council

No report.

MACHIS

No report.

John Coffey reported that people were not indicating they are in MACHIS on their membership forms.

#### MDMLG

Joan Emahiser reported that the general membership meeting was held on February 21, 2002. She said that the program was on customer service.

MDMLG is sponsoring a team for the 5k walk/run on April 10<sup>th</sup>, 2002.

Their next meeting will be at St. John Hospital on April 18<sup>th</sup>. The program will be NetLibrary.

At the MDMLG Executive Board Meeting, March 12, 2002, discussions included the Newsletter, archival concerns, the Conference, Compensation & Benefits Committee report, nomination of officers, and professional development activities. MDMLG plans programs on Virtual Collection Development, March 6; OVID application training, April 23, and NLM PubMed June 10-13.

#### M-MHSL

Sheila Bryant reported that the PDA conference was held at MSU with their March 5<sup>th</sup> meeting. The group also discussed sponsoring a MLA CE in the future.

#### NMHSLG

Janette Ransom reported that their group had made a trip to Cadillac to tour Mercy Mid Michigan Library and that representatives would be attending the support staff meeting.

Janette stated that they were converting to Athena Library System. She said that the goal was to post their holdings on the intranet and then the Internet.

Janet recommended that more microphones be used during the teleconferencing sessions so that all comments could be heard on the other end. Mike Simmons will investigate this.

Janet stated that 40 people attended the PDA conference.

#### UPHSLC

Linda Winslow reported that their group was not busy; that they would meet in May or June and that the Palm Pilot class was very successful. She stated that their group agrees with Janet about the microphone suggestion.

WMHSLA

Dick Perrin reported that their group also hosted the PDA conference but that otherwise the group was quiet.

### **7. Old Business**

There was no old business to discuss.

### **8. New Business**

Carole Gilbert reported that MLA's Hospital Libraries Section was promoting an award called "Scroll of Exemplary Service" to include Librarians who have contributed on-the-job or in the community. She asked for five names from the Board members.

Joan Emahiser reported that Henry Ford Hospital is reorganizing and that Riverside would be ambulatory care and that Wyandotte would now be a teaching hospital.

Mike Simmons reported that he had received a call from the Grand Rapids Convention Center asking about hosting another meeting. Since the Midwest chapter conference is held in conjunction with MHSLA about every nine years, the issue was referred to Diane Hummel as WMHSLA will host the conference in 2004.

Mike also stated that MCMLA had asked if MHSLA would like to have a room reserved for a state meeting during their 2002 conference in Minneapolis. The Board showed no interest in doing so.

Next meeting will be at Sparrow Hospital, May 15, 2002.

### **9. Adjournment**

The meeting was adjourned by Mike Simmons at 12:40pm.

Respectfully submitted:

Judith A. Barnes, Secretary

MHSLSA EXECUTIVE BOARD MEETING  
MARCH 19, 2002  
Sparrow Hospital, Lansing, MI

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		X
	Joan Emahiser	MDMLG	X	X	
	Sheila Bryant	MMHSL	X	X	
	Janette Ransom	NMHSLG	X	X	
	Linda Winslow	UPHSLC	X	X	
	Dick Perrin	WMHSLA	X	X	
7	GUESTS:				