



**MICHIGAN HEALTH SCIENCES
LIBRARIES ASSOCIATION
www.mhsla.org**

Michigan Health Sciences Libraries Association
2015 Annual Education Conference
Annual Business Meeting
Flint, MI
Thursday, September 24, 2015

Agenda

1. Call to Order – President Keith Engwall called the meeting to order at 10:37AM.
2. Welcoming Remarks –Keith acknowledged it's a challenging time to be a medical librarian, but it's also an exciting time to be involved in MHSLA, particularly for people starting their careers in medical librarianship. He encouraged all members to participate in MHSLA through committee work, or becoming an officer. Meeting attendance is only a phone call away and doesn't have to be a huge time commitment. We have a lot of members and many hands can make work light.
3. Review of Standing Rules- Mary Hanson recited the four standing rules.
4. Archivist's Report – Alison Konieczny – See Appendix A for the Archivist's annual report. Ali gave a quick overview of the picture and document archives. She encouraged people to upload and tag pictures from prior MHSLA events.
5. Treasurer's Report – Jill Turner – See Appendix B for the Treasurer's annual report. The check book is balanced, the taxes were filed and the audit was done. Question from Diane Gartner, McLaren Health, regarding the budget process for committee's and how it was working out. Jill replied that the budget system worked fairly well, and MHSLA came in under budget due to MLA webcast funding going unused.
6. Standing Committee Reports
 - a. Audit –Jill Turner reporting for Marilyn Kostrzewski- Marilyn did the audit in July 2015. The entire audit is on the wiki. The MHSLA records are in good order with all documents accounted for and no adjustments or corrections necessary at this time.
 - b. Bylaws – Mary Hanson – Due to the challenges with getting members to run for office, the board discussed re-writing the bylaws to allow Treasurer and Secretary to run for consecutive terms of office. Motion made by Mary Hanson to vote on changing the bylaws to allow Treasurer and Secretary to run for consecutive terms of office. Second by Mary Fitzpatrick. Motion carried unanimously.

c. 2015 Conference Planning – Local Arrangements – no report. Thanks for coming to the conference!

d. 2014 Education - Andrea Kepsel / Stephanie Swanberg – See Appendix C for the Education Committee’s annual report.

e. Membership – Iris Kovar- Gogh – Membership documentation moved to an online, cloud based directory, Wild Apricot. MHLSA currently had 74 personal members, 36 institutional members, 7 personal & institutional members and 1 student member.

f. Nominating and Elections – Keith Engwall reporting for Gina Hug – the 2015 election results are as follows: President elect had numerous write in candidates and accepting the write in nomination for President-Elect is Jennifer Bowen. Secretary is Heidi Schroeder and Nominating committee is Elizabeth Buccerelli, Mark Chaffee, and Susan Kendall. According to the bylaws the person with the most votes is chair of the committee. However, there was a tie between Elizabeth and Mark, so according to the bylaws, the chair is decided by a coin toss. Jennifer Bowen brought a 1922 silver dollar coin for the toss. Keith tossed the coin, but it didn’t go quite as planned. The coin rolled away, and came to rest on its side against the leg of a chair. The second coin toss was tails. Mark Chaffee is chair of the nominating committee.

g. Outreach and Advocacy- Merle Rosenzweig – no report.

h. Communications – Mark Chaffee - Three newsletters have been published. He has maintained the listserv and there are 196 subscribers to the list. With the assistance of Andrea Kepsel, our domain is registered with our host.

i. Research – Keith Engwall – no report.

j. Resource Sharing– Merle Rosenzweig -The NLM duplicate book program was a challenge due to the volume of books and the Taubman Library reconstruction, but she appreciated everyone’s participation and patience.

k. Group Purchasing - Keith Engwall -The STATRef working group made an overly complicated proposal on titles to renew/drop. The renewal/drop was voted on by STATRef participants and passed. Once MCLS hears from all participants they will generate an invoice. Keith thanked everyone for their patience during this process and assured everyone that next year will be much simpler.

7. Regional Group Reports

a. GMR – Irene Williams will give a GMR overview later in the day.

b. ERHSLA – Melanie Bednarski –They were busy planning the 2015 conference. Mel thanked Jeni Bluhm as local arrangements chair. She announced that ERHSLA is joining M-MHSLA and ERHSLA will cease to be a regional group of MHSLA.

c. MDMLG – Ellen O’Donnell – Jill Turner reporting for Ellen. She attended MHSLA Board meetings either remotely or via web meeting software and phone. Provided reports of MDMLG activities and future plans at each MHSLA board meeting. Provided reports on MHSLA activities to the MDMLG Board and membership at the Board meetings and general membership meetings. Concerns, suggestions and input were relayed to each respective organization. Continued communication was provided concerning plans for upcoming conferences in Flint, Troy and the Ann Arbor area. She provided information to respective organizations concerning upcoming CE or professional development opportunities.

d. M-MHSLA – Iris Kovar-Gogh– M-MHSLA met three times last year and had an awesome holiday party at Heidi Schroeder’s house. They have 14 members and will merge with ERHSLA in January 2016 when they renew their membership.

e. WMHSLA – Mary Hanson– They had three meetings. Mary Jo Wyles retired and Valaria Long took over as President.

8. 2016 Conference Invitation – A slide deck played some nice pictures and lovely music and invited members to attend the 2016 conference in Novi Michigan. Save the date for MHSLA 2016, October 12th-14th.

Motion to accept all the reports made by Mary Hanson, 2nd by Merle Rosenzweig. Motion passed.

9. Old Business –none

10. New Business – Merle Rosenzweig encourage people to volunteer for the MHSLA 2017 -the shared conference with Mid-West Chapter of the Medical Library Association. It will be in Ypsilanti at the Eagle Crest Golf Resort. She also encourage people to join the Michigan Special Library Association. Mary Fitzpatrick circulated a canister for members to donate money to the Belinda Sue Fund for Ovarian Cancer, in memory of Diane LeBar.

11. President’s Remarks – Keith Engwall – Keith acknowledged the librarians retired in 2015: Doris Blauet, Mary Hanson, and Mary Jo Wyles. He also presented the Librarian of the Year and Lifetime Achievement awards to Mary Hanson and distributed recognition of service certificates to board and committee participants.

12. Passing of the Gavel – Keith Engwall gave the gavel to the incoming President, Melanie Bednarski.

13. Adjournment – 12:09pm

Appendix A.

Archivist's Annual Report

Sept. 24, 2015

The MHSLA Archives "picture drive" was unsuccessful. An announcement that was sent to the MHSLA listserv in September of 2014 requesting that MHSLA photos be uploaded to a Snapfish account did not receive any activity. It is hoped with the MHSLA Archives having a tab on the MHSLA website that there will be direct picture submissions to the MHSLA Picture Archives.

The MHSLA Archives now has its own tab on the MHSLA website, and this year's poster presentation encourages members to explore the archives. Please come by to view this year's Archivist's poster, ***Explore the MHSLA Archives***, and learn how you can view documents and pictures, and also can upload pictures directly to the Archives.

Respectfully submitted,

Alison Konieczny

Appendix B – MHSLA Profit and Loss,
 October 10, 20104 – September 22,
 2015

Income	Total	Notes
2010 Conference - Income	1,340.00	
2012 Conference - Income	465.00	
2014 Conference income	96.50	
2014 Conference income - Vendor	500.00	
2015 Conference income - Member	5,135.50	
2015 Conference income - Vendor	6,769.12	
Diane LeBar Scholarship	500.00	
Membership Dues	2,938.15	
	\$	
Total Income	17,744.27	
	\$	
Gross Profit	17,744.27	
Expenses		
2014 Conference Fee/Expense	15,317.42	
2014 Conference - Special Event	1,498.50	
2014 Conference Expense - scholarship	414.04	
2014 Conference expense - Speakers	2,424.70	
Total 2014 Conference Fee/Expense	\$ 19,654.66	
2015 Conference - Expense	4,607.68	
2016 Conference Expense	50.00	Logo creation honorarium
Bank Charges	12.07	Canadian Currency exchange
Dues & Subscriptions	785.49	SurveyMonkey, Quickbooks, Web hosting, Wild Apricot
Insurance	200.00	bonding fees
Meals and Entertainment	62.26	Board lunches
Office Expenses	24.89	Treasurer supplies
Rent or Lease	150.00	MCLS room rental
Shipping, Freight & Delivery	115.69	NLM dupes, stamps
	\$	
Total Expenses	25,662.74	
	-\$	
Net Operating Income	7,918.47	

Other Expenses		
2015 Conference Expense - Refund	375.00	Registration refund: 1 member and 1 vendor
Miscellaneous	51.78	Librarian of the Year 2014
Total Other Expenses	\$ 426.78	
Net Other Income	-\$ 426.78	
Net Income	-\$ 8,345.25	

Fixed Term CD (0.03%)	\$15,373.57	Renewed July 21,2015
Checkbook Register	\$32,746.34	as of 9/22/15

**Respectfully submitted by Jill Turner, MHSLA
Treasurer**

Tuesday, Sep 22, 2015 10:48:38 AM PDT GMT-4 - Cash Basis

Appendix C

2015 Education Committee Board Report – September 24, 2015

2015 Education Committee

Andrea Kepsel, Co-Chair

Misa Mi

Julia Rodriguez

Stephanie Swanberg, Co-Chair

Jill Turner

The 2015 Education Committee had a busy year arranging the CE courses, speakers, and presenters for the annual conference. The committee held two virtual meetings during the year via Anymeeting.com and communicated via email otherwise.

As the 2015 conference was only a two-day conference, Thursday was the main event day with CEs scheduled on Friday. An overview of the conference activities organized by our committee is as follows:

Thursday, September 24:

- **Keynote:** Our keynote speaker was Dr. Thomas Ferrari from Oakland University William Beaumont School of Medicine speaking on “Varieties of Consciousness” focused on mindfulness in medicine.
- **GMR Update:** The committee invited the GMR to present a brief update on their activities in the afternoon with Irene Williams presenting.
- **Speed Dating Session:** The committee brought back speed dating for the second year. A brief online survey was sent to the membership using Google Forms to vote on their top 3 topics and embedded librarianship received the most votes. Four of our colleagues agreed to be session moderators: Keith Engwall (OUWB), Emily Ginier (UM), Misa Mi (OUWB), Carol Shannon (UM).
- **Poster Session:** This year featured 12 posters from our MHSLA colleagues on a variety of topics. Many thanks to all our presenters that took the time to submit abstracts and create posters.

Friday, September 25: This year four CE courses were offered worth 4 CE credits each:

Morning Concurrent Courses:

- **Measuring What Matters to Stakeholders** by Beth Layton (NN/LM GMR) and Cynthia Olney (NN/LM OERC)
- **Emerging Technologies for the Busy Librarian** by Gabriel Rios (Indiana University School of Medicine) and Melissa DeSantis (University of Colorado Denver)

Afternoon Concurrent Courses:

- Community Engagement 101: The Art of Building Community Partnerships by Deborah Charbonneau (Wayne State University)
- Instructional Design: Proven Principles and Practices for Librarians Who Teach – Joey Nicholson (New York University)
-

Scholarships: All scholarships were translated from Word Documents into Google Forms to make the submission and review process easier for the committee and the applicants. The committee encountered no issues with the electronic forms.

- Student Scholarships: The application period ran from March 31 – April 30, 2015. The committee received two applications and awarded the scholarships to: LaTeesa James and Wesleyann Johnson, both Wayne State students. Unfortunately, Wesleyann Johnson had to withdraw due to scheduling conflicts.
- Member Scholarships: The application period ran from June 1 – 30, 2015 and the committee received eight applications. The following recipients were determined by lottery using a random name generator.
 - Member Scholarship – Toni Janik
 - New Member Scholarship – Betsy Williams
 - LeBar Memorial Scholarship – Diana Balint
 - The Diane LeBar Scholarship was awarded for the first time. The following eligibility and scholarship winner requirements were approved by the Board at the March 2015 meeting:
 - *Eligibility Criteria: Any current MHSLA member employed in a hospital library or equivalent (eg: the member currently holds a librarian role in a hospital, but position title may be information specialist or other).*
 - *Scholarship winners will be determined by lottery. The scholarship may cover the cost of registration, lodging, and mileage. Scholarship winner will be reimbursed following the conference up to \$500. Winner has the opportunity, but is not required, to contribute a column to the MHSLA newsletter or staff the registration table at the conference.*
 - *This scholarship is generously funded by the LeBar Family in memory of Diane LeBar, a longstanding, active member of the Michigan Health Sciences Libraries Association.*

Colleague Connection: New this year, Andrea Kepsel organized a Colleague Connection to match new members or first-time attendees with experienced MHSLA members to support networking and knowledge sharing about MHSLA & the profession. We had two mentees and four mentors volunteer.

NN/LM GMR Professional Development Award: The committee was encouraged to apply for the GMR Professional Development Award to cover the cost of bringing in one of our CEs. Due to some miscommunications with the GMR about when and how MHSLA (as a professional organization as opposed to an affiliate or member library) applies for the award to bring in a CE speaker, our committee decided to not apply this year. Our lessons learned for the 2016 Education Committee, should they want to apply, are:

- ***When to Apply***: MHSLA should apply for the award right when a CE speaker is confirmed to attend the conference, but no travel arrangements have been made. Otherwise, the GMR will not fund the cost of flights.
- ***How Funds are Distributed through an Institution***: In order to issue the award check directly to MHSLA, someone in our organization would need to complete the Certificate of Compliance training from the GMR. Otherwise, the funds would need to go through an institution (ie: GMR, education committee, and the institution's grants office would coordinate together) and then transferred to MHSLA afterwards. Sufficient time is needed to complete this process.

We would like to thank the members of our committee for all their hard work this year: Misa Mi, Oakland University William Beaumont School of Medicine; Jill Turner, University of Detroit Mercy, Julia Rodriguez, Oakland University. Without all of their help this conference would not have been possible.

Respectfully submitted,
Andrea Kepsel & Stephanie Swanberg