

**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION**  
**GENERAL MEMBERSHIP MEETING**  
**September 22, 2011**  
**Bavarian Inn, Frankenmuth**

1. Call to Order  
President Michael Simmons called the meeting to order at 10:34 a.m.
2. Welcoming Remarks  
Mike thanked the attendees for coming to the conference. Continuing education classes yesterday were excellent. PowerPoint slides from the instructors will be up on the MHSLA web site next week.
3. Review of Standing Rules  
Parliamentarian Mary Hanson reminded us of the standing rules for our business meeting:  
Only members may speak.  
Members must be recognized by the chair before they speak.  
Speakers shall identify themselves with their name and institution.  
Members shall vote with voting paddles (provided in registration packets).
4. Approval of Minutes  
Mary Fitzpatrick moved that the minutes of last year's meeting be approved as submitted. Betty Marshall seconded; motion passed.
5. Archivist's Report  
Alison Konieczny presented the following report:  
At this year's conference, I will be presenting a poster and lightning round presentation about the digitization of MHSLA records. The past year has seen significant progress on the digitization project, and many thanks must be extended to Maureen Watson, who so diligently collected and organized MHSLA materials for a number of years as the MHSLA Archivist, as well as those who preceded her as association archivists. Additionally, thanks are extended to Melinda Isler, Ferris State University Archivist, and her student workers who have been responsible for digitizing documents.  
  
With the valued input of the MHSLA Board, the following major decisions regarding the MHSLA Archives were made this year:
  - The document archives, which are being stored on the *Ferris Institutional Repository (FIR)*, will be password protected
  - The picture archives, which will be stored on the Ferris server using *ResourceSpace* will also be password protected

- Print archives will continue to be maintained for select items, including annual reports, general membership meeting minutes, Board meeting minutes, conference programs, membership directories, and other items by request
- Individuals engaged in substantive online communications/correspondence that is considered pertinent for the archives should ensure that this information is provided to the archivist for retention

Please watch for an upcoming message on the MHSLA listserv that will direct members to the MHSLA Archives username and password information.

Just a reminder, please be sure to send the select items discussed above to the archivist. MHSLA photos (ideally sent digitally with a descriptive tag) are welcome additions to the archives.

#### 6. Treasurer's Report

Jill Turner submitted her 2011 report in two parts. Balance in the checking account stands at \$25,222.44. Balance on the certificate of deposit is \$15,247.68.

Income/expense summary shows that, over the past year, we spent \$2803.21 more than we earned. PayPal fees for 2011 totaled \$203.49.

Jill reminded the members that we will be recruiting a new Treasurer this year and urged us to consider volunteering. The work is much easier now that it's done electronically. The hardest part is the tax reporting, and even that is not so bad.

#### 7. Standing Committee Reports

- a. **Audit** – Diane Gardner presented the following report:

The books were prepared for review by Treasurer, Jill Turner and given to Diane Gardner, Audit Committee Chair for review.

An audit was done on the MHSLA's treasurer's books from September 4, 2009 through February 1, 2011 by Diane Gardner. Jill Turner, the treasurer, has been keeping very thorough information on all documentation regarding the finances of the organization. It was very helpful to find the large three ring binder so carefully organized and the information so clearly documented.

The information regarding checks written for reimbursement was thorough and concise. All receipts were included with the information. It might be useful to develop a code for the register in the transaction description to make note if check is written for reimbursement, conference expense or some other committee. This would make it easier to locate the documentation in the binder.

Deposit information was complete and included names on checks that were being deposited which is helpful when tracing back the particulars on a transaction. Bank statements were in order and matched the information in the check register.

One concern that was found was from August 10, 2010 for the purchase of the FLITE scanner for \$800. This purchase was part of an agreement for archiving MHSLA records and scanning them electronically. A copy of the agreement is

included with the treasurer's documentation but it has only been signed by one party. Although the secretary may have a complete copy of this agreement signed by both parties in their records it would not hurt for the copy in the financial records to also be signed by both parties.

Other than that the audit for 2011 was completed. The books are in good order and no adjustments or corrections need to be made at this time.

- b. **Bylaws** – Mary Hanson presented the following report:  
Committee members were Leslie Behm and Lea Ann McGaugh. Business was conducted by phone and e-mail.

The changes proposed to the Bylaws in 2010 were approved by an online vote. Those revisions have been incorporated into the Bylaws. That revision has been posted to the MHSLA web site.

A question was raised about distributing and approving the minutes for the Annual Business Meeting. The Executive Board feels that doing this a year after the fact is insane. However, a review of the bylaws indicated that this would be a procedural issue that does not require a revision of the bylaws.

There were no other concerns raised that required the attention of the committee.

- c. **2011 Local Arrangements** – Melanie Bednarski reported that we have 62 registrants at the conference; 78 with vendors. They tried to keep the food costs low, and came up with some creative ideas for speakers' transportation – so there's a chance they may come in below budget.

Committee members for Local Arrangements were: Melanie Bednarski, Chair; Diane Gardner; Doris Blauet; Jennifer Bluhm; Thomas Doane; Karen Dorsch; Mary Fitzpatrick; Lea Ann McGaugh; Barbara Morey; Diane O'Keefe; Cheryl Putnam; Tamara Sawyer; Jill VanBuskirk; Sharon Williams.

- d. **2011 Education** – Mary Fitzpatrick welcomed members to Frankenmuth with the following conference overview:

We are pleased to provide attendees with the choice of 6 different CE classes over the course of the conference. The following classes are offered on Wednesday: Effective Survey Design, The Agile Librarian, Information Anywhere, and Health Issues in the Headlines. Thursday conference attendees will have the opportunity to hear Warren Graham the Black Belt Librarian speak on security, safety, patrons, and other library issues. Eleven vendors will be available for us to talk to on Thursday as well as ten of our peers with poster presentations. Then on Friday the conference will close with the opportunity for 2 more CE classes: The Beauty of Some Rights Reserved or Emergency Preparedness for Libraries. As a send off from three days of networking, 13 of our peers will present Lightning Rounds covering a wide range of topics and for the first time our GMR Update will be presented as a Lightning Round.

Institutional support for education has diminished for many of us, so the Education Committee obtained Board support for a second member scholarship to the conference. This scholarship covers hotel or registrations costs; no mileage or meals. The recipient must agree to participate in MHSLA during the coming year, either by presenting at the current conference, or serving on a committee. Mary introduced the scholarship winners for 2011. Student winners were Cassie Gilbert from Wayne State University and Irina Zeylikovich from the University of Michigan. New member winner was Katy Mahraj from the University of Michigan, and the winner of the newly established member scholarship was Melanie Bednarski from Genesys.

Committee members were Mary Fitzpatrick (Chair); Marilyn Kostrzewski; Diane LeBar; Jillah Biza; Roberta Craig; Mark MacEachern. Jennifer Barlow also assisted by coordinating the Lightning Rounds.

- e. **Membership** – Sharon Williams presented the following report:  
The Board approved a procedural change to extend membership applications until August 1, of each year rather than cancel memberships not renewed by March 1, of each year as stated in the Bylaws.

**Total Memberships as of August 1, 2011**

52 - Institutional Memberships

62 - Personal Memberships

15 – Dual Memberships

**129 – Members**

Sharon has agreed to continue as Chair this year, to keep working on our procedures so things run more smoothly. She would welcome help from anyone willing to learn the processes and take over next year.

- f. **Nominating** – Heidi Schroeder presented the following report:

Committee members were Heidi Schroeder (Chair), Gina Hug, and Jon Crane. The Nominating Committee sent out two calls for nominations and self-nominations to the MHSLA listserv in March and April 2011. Four people were nominated for President-Elect, one accepted. Two people were nominated for Secretary, one accepted. Four people were nominated for the Nominating Committee, all accepted. 5/12/2011 was the deadline for nominations.

The preliminary slate for the 2011 MHSLA Election was as follows:

President-Elect:

Diane Gardner - McLaren

Secretary:

Mark MacEachern - University of Michigan

Nominating Committee:

Jennifer Barlow - Borgess (WMHSLA)  
Karen Dorsch - Bay Regional (ERHSLA)  
Diane Piskorowski - Botsford (MDMLG)  
Robin Sabo - Central Michigan University (MMHSL)

Bios for Diane Gardner and Mark MacEachern were also collected and are included at the end of this report. Jennifer Barlow, the current MHSLA Secretary, sent the slate and bios to MHSLA on May 17, 2011 and informed members that nominations by petition were due to the Nominating Chair by June 20. No nominations by petition were received. The final ballot (same as preliminary ballot) is as follows:

President-Elect:

Diane Gardner - McLaren

Secretary:

Mark MacEachern - University of Michigan

Nominating Committee:

Jennifer Barlow - Borgess (WMHSLA)  
Karen Dorsch - Bay Regional (ERHSLA)  
Diane Piskorowski - Botsford (MDMLG)  
Robin Sabo - Central Michigan University (MMHSL)

Jennifer Barlow distributed the final MHSLA ballot to MHSLA Members on August 1, 2011. The ballot closed September 1, 2011 and results were tallied by the members of the Nominating Committee before the September 12 deadline. Mike Simmons, MHSLA President, announced results to the candidates on September 16.

The results from the 2011 MHSLA Election are:

President-Elect:

Diane Gardner - McLaren

Secretary:

Mark MacEachern - University of Michigan

Nominating Committee:

Jennifer Barlow - Borgess (WMHSLA)  
Diane Piskorowski - Botsford (MDMLG)  
Robin Sabo - Central Michigan University (MMHSL) **\*\*Chair\*\***

**MHSLA Nominating Committee Timeline – 2011**

March 23      Send 1<sup>st</sup> Call for Nominations to MHSLA Listserv

- April 18 Send 2<sup>nd</sup> Call for Nominations to MHSLA Listserv
- May 12 Nomination Deadline: Confirm Nominations;  
President Elect and Secretary Bios Due
- May 17 Preliminary Report and Slate due to MHSLA Board;  
MHSLA Secretary distributes slate to MHSLA Membership (if  
approved)
- June 20 Nominations by Petition due to Nominations Chair
- July 1 Final Report and Ballot due to MHSLA Board
- August 1 MHSLA Secretary distributes Ballot to MMHSLA Members
- September 12 Tally Election Results
- September 16 MHSLA President Reports Results to Candidates
- September 22 Results Reported to MHSLA Membership (General Business  
Meeting)

## **Bios**

### **President-Elect: Diane Gardner – McLaren**

Diane Gardner lives in Mount Morris, Michigan and is currently the manager of the medical library at McLaren Regional Medical Center. She was a member of the last graduating class of Baker Junior College receiving her associate's degree with a concentration in medical secretarial in 1986. After graduation she worked for a group of orthopedic surgeons for 7 ½ years and during this time attended evening classes at the University of Michigan – Flint. She graduated from UM-Flint in 1990 with a BA in communications. In 1994, Diane went to work for a solo internal medicine physician and worked for him until 1997 when she was hired in to McLaren Regional Medical Center as a surgical scheduling clerk. In March 1999 Diane began her new job as library technician in the medical library. After getting to know other people in the library field she decided to return to school for a Masters degree. In May 2007 Diane graduated from Wayne State University with a Masters in Library and Information Science. In October 2008, she became the manager of the medical library at McLaren.

Diane has held numerous positions in the Companion Dog Training Club of Flint, has participated as a group leader in the Crim 10 mile road race training program, and is currently president of the Beecher Water Board.

Diane believes her strengths are organization, encouragement and perseverance - all of which she will continue to use to benefit those around her.

**Secretary: Mark MacEachern - University of Michigan**

Upon receiving his Master of Library and Information Science degree from the University of Western Ontario in 2007, Mark MacEachern began working - and continues to work - as a liaison librarian in the University of Michigan's Taubman Health Sciences Library. As a liaison, Mark works closely with faculty, staff, and students in a number of academic and clinical units throughout the health system, including the College of Pharmacy, School of Dentistry, and the Departments of Anesthesiology, Medical Education, Radiology, and Surgery. In terms of community service, Mark has served on the MHSLA Education Committee in both 2010 and 2011. Prior to his current role, Mark worked as a co-op student in the University Library system at McMaster University.

g. **Outreach & Advocacy** – Melanie Bednarski presented the following report:

In December 2010, Jill Turner and I wrote a piece about how being a MHSLA member benefits you as a librarian. It was included in the Winter 2011 edition of the MHSLA news. I hope everyone had a chance to read it.

Also, Diane Gardner and I represented the Flint area hospitals as well as MHSLA at the Annual MSU/FAME Research Forum. We had a display, candy, and doctor themed rubber duckies as give-a-ways. The poster board display was made at McLaren and is interchangeable. The Flint part is Velcro, so any area in Michigan can use it. If you are interested just send a request to Melanie Bednarski at Genesys or Diane Gardner at McLaren. We are also presenting this poster here at the MHSLA conference during the poster session.

In nearly miraculous news, I found some of the MHSLA brochures that were made a few years ago. I will also have them at the MHSLA poster session.

Committee members were Melanie Bednarski (Chair); Jill Turner; Diane Gardner; Nadia Lalla; Jennifer Barlow. Melanie has agreed to continue as Chair.

h. **Communications** – Michael Simmons reported for Abe Wheeler. Abe just produced a new issue of the newsletter. Mike serves as Webmaster.

i. **Research** – Diane Gardner reported that some legwork has been done for a survey of MHSLA libraries to be distributed in 2012. It will be a snapshot of the state of medical libraries in Michigan.

j. **Resource Sharing** – Heidi Schroeder presented the following report:  
2010-2011 Resource Sharing Committee:  
Sandy Howe (resigned in June), Heidi Schroeder (Chair)

### MHSLA DOCLINE Group

The Committee has continued to support free resource sharing by maintaining the MHSLA DOCLINE Group (for institutional members of MHSLA). Heidi Schroeder worked with Max Anderson at the GMR to update the MHSLA DOCLINE group in 2011. Eleven MHSLA libraries that didn't renew their institutional memberships in 2011 were removed. Four new MHSLA institutional member libraries were added. There are currently 52 MHSLA institutional members included in the MHSLA DOCLINE Group.

### NLM Duplicates

This year, the committee distributed over 185 NLM Duplicate Books from two shipments (as well as leftover titles from previous shipments) to many MHSLA member libraries for free. The NLM Duplicate Books Program has continued to be very well received by MHSLA Members.

Unclaimed books will be displayed and up for grabs in the exhibits hall during the poster presentations at the 2011 MHSLA Annual Conference.

### Presentations/Publications

Heidi Schroeder wrote an article about MHSLA's involvement in the NLM Duplicate Books Program for the July-September 2011 issue of the *Journal of Hospital Librarianship* (vol. 11, no. 3 p. 235-241).

Heidi Schroeder and Susan Kendall are presenting a poster on Resource Sharing/Group Purchasing Membership Benefits at the 2011 MHSLA Annual Conference.

k. **Group Purchasing** – Susan Kendall submitted the following report:

2010-2011 Group Purchasing Subcommittee members:

Marilyn Kostrzewski  
Susan Kendall, Chair  
Nadia Lalla  
Janet Zimmerman

The main project of the year was to review the content of our StatRef purchase. We looked at new title offerings and usage stats for our current package and decided on the following changes to the title list for this coming renewal.

We deleted these titles due to lower usage, old copyright date, or poor recommendation:

Family Medicine Principles and Practice (2003)

Geriatric Medicine an Evidence Based Approach (2003)

Women's Health a Primary Care Clinical Guide (2004)

Guide to Culturally Competent Health Care (2009)

Review of Natural Products (2011)

Ambulatory Care Procedures for the Nurse Practitioner (2004)

We added the following titles:

Reichel's Care of the Elderly (2009)

Textbook of Family Medicine (2009)

Perioperative Standards and Recommended Practices (a nursing title) (2011)

Environment of Care Essentials for Health Care (2010)

Meeting the Joint Commission's 2011 National Patient Safety Goals (2010)

USMLE Step 2 Clinical Skills Triage: A guide to honing clinical skills (2010)

USMLE Step 3 Triage (2008)

All other titles remained the same.

We sent these changes to Diana Mitchell at MCLS who sent out the renewal notices. 49 libraries are participating for 2011-2012. This is one more than last year. Genesys Regional Medical Center dropped out, and Baker College and Hurley Medical Center joined the group. Each member will pay \$2089.74 this year (a small credit from last year when new members joined in the middle of the year lowered everyone's price somewhat for this year).

We also communicated with Sharon Williams, MHSLA Membership Committee Chair about the participants and their institutional membership status.

#### 8. Regional Group Reports

- a. **Greater Midwest Region, National Network of Libraries of Medicine** – Barbara Platts is our GMR representative. Holly Burt from the GMR will be presenting an update during tomorrow's Lightning Rounds session.
- b. **ERHSLA** – Melanie Bednarski presented the following report:  
ERHSLA has been completely involved in the planning of this year's conference. We met and had lunch a couple of times and assigned all the tasks that needed to be completed. We hope everyone is enjoying the conference so far. For more information see the Education 2011 and Local Arrangements 2011 reports.

- c. **MDMLG** – Gayle Williams and Ellen O’Donnell have taken over as representatives to the MHSLA Board. They presented the following report, prepared by past representative Marilyn Kostrzewski:

**Goals and Objectives**

- To represent the Metropolitan Detroit Medical Library Group at the Executive Board of the Michigan Health Sciences Libraries Association.
- To participate in the decision making process of MHSLA.
- To provide a communication link between MHSLA and MDMLG
- To assist Professional Development chair in staying abreast of state-wide CE offerings and the contacts for those event planners.

**Accomplishments**

- Attended all MHSLA Board meetings held at MLC in Lansing.
- Provided reports of MDMLG activities and future plans at each MHSLA board meeting.
- Provided reports for July, September, November 2010 meetings and March & May 2011 meetings (No meeting in January due to weather conditions) at MDMLG board and general meetings.
- Concerns, suggestions and input were relayed to each respective organization.
- Continued communication was provided concerning 2010, 2011 and the MDMLG-planning of the 2012 conferences.
- Provided information to respective organizations concerning upcoming CE or professional development opportunities.

- d. **M-MHSL** – Abe Wheeler is the representative to the MHSLA Board. M-MHSL has updated its web site. Elections are coming up soon.

- e. **WMHSLA** – Alison Konieczny presented the following report:

The WMHSLA officers are:

President: Alison Konieczny

President-Elect: Mary Hanson

Secretary: Leslie Burke

Treasurer: Sandy Swanson

We have already begun discussing the 2013 conference that will be hosted by WMHSLA and are fortunate to have members with much local knowledge who have already made steps towards picking a location and facility. A meeting was held in Grand Rapids on August 18<sup>th</sup> at the Twisted Rooster with discussion centering on the upcoming conference in Frankenmuth, MHSLA membership, and the 2013 conference planning.

9. Special Awards

- a. **Librarian of the Year** – Michael Simmons reviewed the criteria for our Librarian of the Year award and read the letter of nomination for this year’s winner: Doris Blauet. Doris has been an active member of MHSLA for 34 years. She was very surprised and pleased to receive the honor.
- b. **Honoree** – Diana Balint read a statement recognizing retiring member Marilyn Kostrzewski from Oakwood. A slide show was projected with photos of Marilyn through the years, and MHSLA presented her with a large and beautiful *Spathiphyllum* plant.
- c. **Lifetime Achievement Award** – Marge Kars received a Lifetime Achievement Award for her service to MHSLA and to our profession. Marge retired from Bronson Healthcare this year. She was a founding member of MHSLA, present at the original meeting in 1977 on Mackinac Island. Marge was not present, but she sent a statement which Mary Hanson read to the members. Mary added some of her own reminiscences, and Jennifer Barlow spoke about Marge’s establishment of the Ready to Read early literacy program in Kalamazoo. A slide show featured pictures of Marge through the years.

10. 2012 Conference Invitation

Janet Zimmerman presented a video prepared by the 2012 conference planning team, inviting us all to the Baronette Hotel in Novi for next year’s conference. The video was well done and generated much enthusiasm.

11. Old Business

No old business was raised.

12. New Business

**Online approval of meeting minutes.** We will implement this procedural change this year. Minutes will be completed in a timely way and mounted onto the web for member review and an online vote.

13. President’s Remarks

Mike Simmons shared some thoughts as his term wraps up. An organization consists of its people, and it’s only as strong as we make it. Mike got involved with MHSLA early in his career and has found it valuable. He hopes everyone here feels inspired to do the same.

14. Passing of the Gavel

Mike Simmons passed the gavel to incoming President Leslie Burke. Leslie recalled that it was one year ago, at the 2010 conference, that she made a last-minute decision to volunteer. She has not regretted that choice. In fact, serving as President is not too demanding because the Board is packed with capable, committed people. There’s no need to babysit or crack the whip. Mike Simmons provided good leadership and guidance as she prepared to step up to her role.

Leslie reminded members that the President receives free registration AND free lodging at the conference, courtesy of MHSLA. If your institutions don't provide travel support, participation can pay your way! Leslie is pleased to serve and is open to any suggestions from members. She thanked her incoming committee chairs. She is especially grateful for new people coming on to the team; they bring a fresh perspective that helps us re-evaluate how we operate.

Leslie presented outgoing President Mike Simmons with a certificate, an engraved pen & pencil set, and a six-pack of craft beer from a Michigan microbrewery.

#### 15. Adjournment

Betty Marshall made a motion to adjourn. Marilyn Kostrzewski seconded; motion passed. The meeting was adjourned at 11:53 a.m.

Minutes recorded by Jennifer Barlow

Appendix: Treasurer's report

**Michigan Health Sciences Libraries Association**  
**Profit & Loss**  
 October 1, 2010 - September 6, 2011

	<u>Total</u>
<b>Income</b>	
2010 Conference - Income	5,655.00
2010 Conference income - Vendors	2,965.00
2011 Conference Income	5,452.87
2011 Conference Income - Vendor	5,550.00
Membership Dues	4,154.83
Non Profit Income	0.27
<b>Total Income</b>	<b>\$23,777.97</b>
<b>Gross Profit</b>	<b>\$23,777.97</b>
<b>Expenses</b>	
2010 Conference - Expense	21,120.68
2010 Conference - Expense - Scholarship Winner Expense	1,167.12
2010 Conference Refund	150.00
2011 Conference	873.49
2012 Conference - Expense	111.25
Dues & Subscriptions	440.66
Education - Professional	1,135.00
Insurance	190.00
Meals and Entertainment	460.83
Office Expenses	43.26
Promotional	300.00
Rent or Lease	250.00
Shipping, Freight & Delivery	255.84
Taxes & Licenses	20.00
<b>Total Expenses</b>	<b>\$26,518.13</b>
<b>Net Operating Income</b>	<b>\$ -2,740.16</b>
<b>Other Income</b>	
Reimbursed Expenses	1.95
<b>Total Other Income</b>	<b>\$1.95</b>
<b>Other Expenses</b>	
Miscellaneous	65.00
<b>Total Other Expenses</b>	<b>\$65.00</b>
<b>Net Other Income</b>	<b>\$ -63.05</b>
<b>Net Income</b>	<b>\$ -2,803.21</b>

Tuesday, Sep 06, 2011 12:31:31 PM PDT GMT-7 - Cash Basis

**Michigan Health Sciences Libraries Association**

**Treasurer Final Report Sept. 2011**

**(Part 2)**

**Certificate of Deposit:**

09/06/11                \$ 15,247.68

**Total in Checking Acct = \$25,222.44**

**Total Paid to PayPal:**

Total for 2011 = \$203.49

Respectfully submitted,

Jill Turner

MHSLA Treasurer