

**MHSLA GENERAL MEMBERSHIP MEETING  
MINUTES  
October 19, 2008**

1. Call to order

President Janet Zimmerman called the meeting to order at 12:25 p.m.

2. Review of standing rules

Parliamentarian Mary Hanson provided the membership with a basic overview of Robert's Rules of Order.

3. President's Remarks

President Janet Zimmerman welcomed the membership to the 35<sup>th</sup> annual MHSLA conference. She thanked the Conference Planning committee for their work and recognized Ellen O'Donnell and Sandra Martin as conference planning chairs. Continuing education is an important mission for MHSLA and the educational offerings at this year's conference were impressive.

Janet thanked all committee chairs, Board members and volunteers for their work. It really does take a village. She encouraged MHSLA members to consider leadership roles within the organization.

4. Approval of Minutes

Secretary Arlene Weismantel asked if there were any corrections to the minutes of the 2007 MHSLA General Membership Meeting. No corrections were proposed. There was a motion to approve these minutes. The motion was seconded. Motion carried.

5. Archivist's Report

Archivist Maureen Watson reported that she is presenting a poster at the annual conference titled, "Joint Meetings of MHSLA & MLA Midwest: Information Interaction." She is highlighting the times in the past that MHSLA has cooperated with Midwest on our annual meetings, specifically 1985 and 1999.

Last year's MHSLA meeting pictures have been added to the picture archives.

Maureen would like to remind everyone what is important to send to the archivist:

1. Minutes of the Executive Board Meetings
2. Minutes of the Annual Business Meeting
3. Minutes and reports of all Standing Committees, including membership, agendas, handouts, etc.
4. Minutes and reports of all AdHoc Committees, including membership, agendas, handouts, etc.
5. Minutes and reports of all "Special Committees" including membership,

agendas, handouts, etc.

6. Details on annual meetings, workshops, seminars and continuing education offerings as to their planning, organization, financing, reservations, printing, speakers, honorariums, evaluations, etc.

7. Correspondence

8. Photos of incoming officers and Executive Board.

9. Photos of meetings from informal social snapshots to posed photographs. Please label these with a plain label affixed to the back of the picture with writing on it.

#### 6. Treasurer's Report

Treasurer Pat Vinson reported that MHSLA's total assets as of September 30, 2008, are \$97,490.55. This does not include many of the bills for this year's conference. Pat will place an updated report on the website in November after all of the bills from the conference come in.

#### 7. Standing Committee Reports

- Audit

Chair Diane LeBar reported that a detailed Audit Committee report has been posted on the website. In summary, the financial records held by the MHSLA Treasurer for the period November 2006-December 2007 were reviewed. All deposits, checks, and entries were accurately documented with three exceptions. After these discrepancies were reconciled, the bank statements and checkbook register coincided.

Two Audit Committee procedures –stipulating that the “financial documentation” of the Group Purchasing Committee and any “fiscal agents” be “checked...for accuracy” – have been deleted. The amended Audit Committee section of the MHSLA Procedure Manual has been posted on the website.

Diane thanked Marilyn Kostrzewski and Patty Scholl for serving on the Audit Committee.

- Bylaws

Chairperson Mary Hanson sent proposed Bylaws changes to the MHSLA membership in September. The changes will be addressed and voted upon later in this meeting under New Business.

- Conference Planning

Ellen O'Donnell, Conference Coordinator, and Sandra Martin, Local Arrangements Chair, gave the following report: After almost 3 years of planning, the 2008 joint Midwest / MHSLA Conference “Vital Signs: Keeping You and Your Library Vibrant and Healthy” is ready to go.

The conference offers three days of continuing education with 9 course offerings and two days of conference programming. The keynote speaker is Deena Ebbert, presenting the FISH! Leadership Philosophy, and the plenary speaker is MJ Tooley, Executive Director of the Health Science and Human Services Library at the University of Maryland and former MLA President.

There will be a Motown themed welcome reception and a special event at the newly renovated and impressive Detroit Institute of Arts.

The exhibit committee did a great job and attracted 25 exhibitors. There are 19 posters for the poster session and 15 contributed papers, as well as several concurrent sessions and a great Tech Forum scheduled for Tuesday morning. The Tech Forum is included in the conference fee.

The original plenary speaker, Eugenie Prime, had to withdraw due to health issues. M.J. Tooley agreed to fill in as plenary speaker and will be talking about the MLA Vital Pathways initiative. A couple of other speakers / instructors had to withdraw, but were able to provide substitutes.

The paid registrations and CE participants as of 10/15/08 (not including exhibitors) are:

Full Registrations 124  
One day only 15  
Student 8  
CE only 11  
**Total 158**  
**Total Registration income \$35,950**

There were 74 MHSLA member registrants, 90 Midwest member registrants and 15 that indicated no affiliation.

CE participants  
8 hour 49  
3- 4 hour 55

**Total 104**  
**Total CE income \$14,570**

There will be 23 exhibitors (one, NEJM, was a donation only), and three Sunrise Seminars (Ebsco, Elsevier, and Ovid) Total Exhibitor income: **\$25,145**

The current estimated deficit is **\$8,523**, primarily due to anticipated payment for the room attrition rate. We had guaranteed 450 room nights (negotiated down twice) and had a 10% hedge factor, so we are liable for 405 room nights. The rented room nights currently stand at 340. (see attached budget estimates and registration detail). The room nights may have been adversely affected by a problem with reserving double rooms. In August the hotel was indicating that there were no double rooms available. This problem was worked out, but the solution was somewhat cumbersome, and we may have lost some registrants because of the confusion.

Initial projections for registrations were 175-200. Registrations were very likely impacted by the current economic climate and the fact that the MLA 2008 Conference was held in Chicago this year. The Midwest board may want to consider foregoing a regional conference when the MLA Conference falls in the Midwest region in the same year, or perhaps have an abbreviated regional conference that year.  
Respectfully submitted,

- Membership  
Membership Chairperson Gale Oren reported that as of October 10, 2008 MHSLA had 97 institutional memberships, 97 personal memberships and 11 dual memberships generating \$4,560 in revenue. The trend has been as follows:

Personal	Institutional
104 (2007)	70 (2007)
110 (2006)	76 (2006)
100 (2005)	76 (2005)
92 (2004)	77 (2004)
104 (2003)	69 (2003)
- Nominating  
The Nominating Committee chair, Sheila Bryant, reported that the Nominating Committee conferred by telephone and email to develop a slate of potential candidates for the offices of President-Elect and Treasurer. Local

Area groups were contacted for candidates for the Nominating committee. A notice was sent out to the MHSLA Listserv asking for volunteers to run for all of these offices. The Slate of Candidates was presented to the MHSLA Board for approval at the July Board meeting.

At the time of the July board meeting none of the nominees for President-Elect were willing to run for the position. The nominating committee once again asked via email and also personally contacted members to run for the President-Elect position. Unfortunately again no one volunteered. After some thought, I volunteered to run for the position. Because it was so late in the election process it was too late to send out a preliminary slate. The board voted via email to send out the ballot without having sent out a preliminary slate. The ballots were sent out on August 27, 2008.

As Chair of the Nominating committee, excused myself from opening and counting the ballots because I was running for office. The ballots were counted on October 6, 2008.

The Elections committee consisted of Arlene Weismantel and Heidi Schroeder. 111 ballots were received before the deadline. There was one write-in vote cast. The President was notified of the results so that she could notify the candidates. I was elected President-Elect, Jill Turner was elected Treasurer and the Nominating Committee is John Coffey, Mary Fitzpatrick and Sandra Swanson with John Coffey serving as the Nominating Committee Chair.

- Outreach and Advocacy  
Chairperson Vanina Chavarri was not present and did not submit a report.
- Publications  
Chairperson Arlene Weismantel reported that the Publications and Technology committees were submitting a combined annual report. During 2008  
Publications and Technology:
  - Updated the MHSLA website
  - Published 3 issues of the MHSLA News
  - Created and maintained the web-based membership directory
  - Maintained both the Board and General Membership electronic discussion lists
  - Enhanced and maintained a blog for MHSLA.

Last year the MHSLA website migrated to 1stcom.com. This hosting service will cost MHSLA \$159.20/year.

- Arlene Weismantel serves as the MHSLA News editor.
- Mike Simmons maintains the website.
- Mike Simmons maintains the board and general membership electronic discussion lists

- Sandra Swanson took over the MHSLA blog and has enhanced it considerably. The blog has received 12,568 views so far this year.
- Research  
President Janet Zimmerman reported for Misa Mi, the Research Committee chair. The Research Committee conducted an online survey on the current use of Web 2.0 technologies by the membership. The responses provided by participants provided useful information in planning the Technology Forum at the 2008 Midwest Chapter/MLA conference. A report of the survey results will be submitted to the MHSLA News. Misa Mi won the Medical Library Association Hospital Librarian Research Award for the poster based upon the MHSLA survey, "Health Sciences Librarians in Michigan: Connecting to Emerging Web 2.0 Technologies" presented at the Medical Library Association Annual Meeting, Chicago, May 18, 2008.

The subscription to the online survey tool, SurveyMonkey, has been renewed for another year. Members are encouraged to contact Misa Mi ([mmi@dmc.org](mailto:mmi@dmc.org)) for the access account if they plan to use the survey tool to conduct any library projects or need to use the tool to plan for the Midwest Chapter/MLA conference in the 2008 fall.

In addition to Chair Misa Mi, Marie-Lise Shams and Sandy Swanson also served on the Research Committee.

- Resource Sharing and Group Purchasing  
Chairperson Heidi Schroeder thanked the 2007-2008 Resource Sharing Committee:  
Betty Marshall, Heidi Schroeder (Chair), Jodi Tyron, and Mary Jo Wyels

#### MHSLA DOCLINE Group

The Committee has continued to support free resource sharing by maintaining the MHSLA DOCLINE Group. If your library is interested in being added to the MHSLA DOCLINE Group, please contact Heidi Schroeder. In July 2008, a brief, online survey was distributed to MHSLA DOCLINE Group members to gauge their satisfaction and use of the MHSLA DOCLINE Group. Results will be analyzed and released soon. An article on proper DOCLINE use was published in the Winter 2008 issue of the MHSLA News.

#### MISHULS

The next MISHULS update will take place this Fall and Winter.

### NLM Duplicates

The Committee distributed 161 NLM Duplicate Books to MHSLA Members for free this year. Thanks to the entire Resource Sharing Committee for a very productive year!

### Group Purchasing Subcommittee

Heidi announced that Deb Adams resigned as chairperson of the Group Purchasing Subcommittee. Mike Simmons will take over as Chair. Marilyn Kostrzewski, Ken Nelson, Jodi Tyron and Michael Simmons also served on the Group Purchasing Subcommittee this year. Thanks for all your work!

Deb Adams submitted a report indicating that Ken Nelson coordinated the Stat!Ref renewal with the Michigan Library Consortium (MLC).

There was a discussion of the role the Group Purchasing Subcommittee plays in MHSLA and in the state. It was decided that MHSLA would keep the subcommittee as an advisor and liaison for the addition of health-related resources offered by MLC. MLC has the staff and expertise to act as a fiscal agent for consortial purchases. The Group Purchasing Subcommittee Procedure has been revised.

- Technology  
Chairperson Mike Simmons indicated that Technology reported in a combined report with Publications earlier in the meeting. Members will have the opportunity to vote on Bylaws changes to combine the Publications and Technology committees later in the meeting.

## 8. Regional Group Reports

- ERHSLA  
Diane Gardner is now the Library Manager at McLaren Regional Medical Center. Diane started the position on October 3, 2008. That is the same date that Lea Ann McGaugh retired. There was a retirement party for her at Ruggero's in Flint and there are pictures on the MHSLA blog.

Genesys Regional Medical Center had to elaborate on specific topics in the grant proposal from NLM for a Consumer Health Library and they are still awaiting word on whether they will receive the monies.

- GMR Regional Council  
Representative Barb Platts indicated that UIC is currently in the third year of a 5-year contract to provide services as the NNLM Greater Midwest Region Regional Medical Library. There are 121 Michigan member libraries. Many funding opportunities are available for libraries. \$119,000 was awarded in Michigan last year, so please investigate what's available. The GMR has an extensive web

presence with information on funding and a calendar of educational offerings, a blog, and a Facebook presence. The GMR funded 23 sites for the MLA webcasts. The next webcast is on disaster planning and the GMR supplied funding to Ferris and Wayne State to allow them to host it.

- MDMLG

Marilyn Kostrzewski gave the following report:

Objectives of MDMLG:

- 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.

*Officers and Committee Chairs, 2007-08*

Marilyn Kostrzewski	President
Cathy Eames	President-Elect
Alexia Estabrook	Past-President
Karin Werner	Secretary
Misa Mi	Treasurer
Doris Blauet	Membership Services
Nandita Mani	Public Relations
Sandra Martin	Archivist
JoAnn Krzeminski	Communications/Newsletter
Valerie Reid	Communications/Webmaster
Valerie Reid	Nominating
Toni Janik	Professional Development
Diane LeBar	Compensation & Benefits
Nancy Bulgarelli	Co-chairs
Marilyn Kostrzewski	MHSLA Representative

*General Membership Meetings*

Date: Thursday, September 20, 2007

Topics: Library Security

Lunch & Learn: Provided by Brent Ball, Checkpoint Security Systems

Program: Panel Discussion by MDMLG librarians

Location: Oakwood Hospital & Medical Center, Dearborn, MI

Date: Thursday, November 29, 2007

Lunch & Learn: Provided by Ronna Archbold, TDNet, Inc.

Program: Google Bells & Whistles presented by Leslie Behm

Location: Oakland Community College, Orchard Ridge Campus, Farmington Hills, MI

Date: Friday, March 19, 2008

Program: Second Life presented by Evette Atkins, MLC

Location: Farmington Hills Public Library



Date: June 19, 2008:

Topic: Medicine and Art Thursday, June 21, 2007, Summer Luncheon

Speaker: Margaret Prizer

Location: Scarab Club, Detroit w/luncheon from Union Street Restaurant

*Continuing Education Programs*

April 17, 2008

AM: "QuickDOC Introduction" (3 credits) – 18 attendees

PM: "QuickDOC Advanced" (3 credits) – 12 attendees

Instructor: Jay Daly

Adamany Undergraduate Library, Wayne State University

April 15, 2007

"Introduction to EndNote" -- 3 MLA CEs

"Fundamentals of Instructional Design" -- -- 3 MLA CEs

Nandita Mani

Adamany Undergraduate Library, Wayne State University

March 6

AM and PM Session offered

OVID SP Platform training – 3.5 MLA CEs

Instructor: Anne Gervais of OVID for 3.5 contact hours.

Adamany Undergraduate Library, Wayne State University

March 5 from

MLA webcast – 3.5 MLA CEs

"Web 2.0 Principles and Best Practices: Discovering the Participatory Web".

Wayne State University

November 20, 2007

MLA Webcast

"Scholarly Publishing and Open Access: Straight Talk". 3.5 MLA credits.

Wayne State University

October 24 2007, October 25 2007,

NLM Gateway and ClinicalTrials.gov – 3.5 CE credits PubMed® -- 7.5 MLA CE Credits

Adamany Undergraduate Library, Wayne State University

**Accomplishments**

The fourth annual MDMLG LIS scholarship was awarded to Mary Fitzpatrick.

Mary has worked for many years at McLaren Hospital in Flint.

The Procedural document was updated and is now available, as a wiki, on the members-only section of the MDMLG website.

With MDMLG playing local arrangements host to the MHSLA/Midwest Conference to be held in Troy, many members have been busy preparing for the event. Ellen O'Donnell is the Conference Coordinator / Finance & Budget and Sandra Martin is the Local Arrangements The Public Relations Committee is providing Welcome Packets to new members and maintaining a job bank on the web page.

Four issues of MDMLG newsletter were produced electronically.  
Newly elected board members for 2008-09

- President elect: Gina Hug, Henry Ford Hospital, Detroit
- Treasurer: Andrea Rogers, Beaumont Hospital, Royal Oak
- Executive Board Member: Audrey Bondar, Henry Ford Hospital, Detroit
- Nominating Committee: Doris Blauet, Genesys Healthcare, Flint  
Linda Draper, Shiffman Medical Library, Wayne State U, Detroit  
Robin Terebelo, Providence Hospital, Southfield (formerly at)

- MMHSL

Mike Simmons reported that the Mid-Michigan Health Sciences Libraries membership as of 2008 consists of the health sciences librarians of Michigan State University and Sparrow Health System (a MSU teaching hospital)

M-MHSL hosted a CE class for members statewide on the topic of the new OVIDSP platform. Trainers from OVID were on hand at the MSU Library to present this workshop.

M-MHSL has begun plans to host the MHSLA Annual Conference in 2010 in East Lansing, MI at the Kellogg Center on the campus of Michigan State University.

Discussion on the topic of merging with ERHSLA, another regional group of MHSLA was not seen as beneficial to either of the regional groups and was voted down.

A new health sciences librarian, Abe Wheeler whose responsibilities will be to the MSU College of Osteopathic Medicine, has joined MSU.

- WMHSLA

Brett Powers was not present but submitted the following report: The Western Michigan Health Sciences Library Association is to host the 2009 MHSLA conference. WMHSLA decided on holding the conference in Holland, MI Sept 23-25.

WMHSLA offered the webcast Web 2.0 Principles and Best Practices: Discovering the Participatory Web," March 5, 2008. We had 17 attendees.

The first year of the combined “northern” Michigan group with the western Michigan group has gone very well. Using teleconferencing technology we have virtual meetings in which it is almost like both groups are in the same space.

WMHSLA currently has twenty-two members.

#### 9. Presentations

President Janet Zimmerman recognized Lea Ann McGaugh and Carole Gilbert with Lifetime Achievement Awards. She also presented Ellen O’Donnell with the Librarian of the Year Award for her extraordinary efforts at bringing together the joint MHSLA-Midwest Chapter conference.

MHSLA scholarship winners were introduced and recognized. Student winners were Alicia Dietz and Mary Fitzpatrick. Jenny Wang received the member scholarship.

#### 10. New business

Bylaws revisions

Mary Hanson, Bylaws Committee Chair, reviewed the proposed changes which will merge the Publications and Technology Committees into one committee called the Communications Committee. Mary Fitzpatrick moved to accept the changes as proposed. Judy Barnes seconded the motion. Motion carried.

Invitation to the 2009 MHSLA Conference

Pinwheels were distributed to generate enthusiasm for next year’s conference in Holland, MI, from September 20-25.

#### 11. Transfer of Presidency

President Janet Zimmerman passed the gavel to President-Elect Judy Barnes. Judy presented Janet with a clock to recognize her Presidency.

#### 12. Inaugural Remarks

New President Judy Barnes stressed the importance of outreach and advocacy to promote MHSLA and the profession. We need to let people know that we are a vibrant and necessary profession. Judy also encouraged other members to serve MHSLA by volunteering to run for an office or serve on the Board.