

**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
GENERAL BUSINESS MEETING MINUTES**

September 27, 2007

10:30 a.m. – Noon

Doubletree Hotel, Bay City Riverfront

1. Call to order

President Patricia Martin called the meeting to order at 10:30 a.m.

2. Review of standing rules.

Parliamentarian Mary Hanson reviewed the rules by which the meeting will be conducted.

3. President's Remarks

President Patricia Martin thanked the ERHSLA group for hosting this conference. The conferences are important because MHSLA comes together and charts its way into the future. Thank you to the MHSLA Board for taking the time to serve the Organization. Pat reviewed the 2006-2007 Board Accomplishments:

- Successful negotiation of group purchases for Natural Standard and OVID books. Ongoing group purchases for several other products including adding titles to the STAT!Ref package.
- Technology advances including successful relocation of the MHSLA Web pages from UIC to a Michigan-based hosting service; reduced videoconferencing costs from MLC with the change over to IP; addition of a member blog at <http://mhsla.wordpress.com/>
- Anticipation of yet another successful Annual Education Conference
- Support of the MLA webcast.
- Merger of WMHSLA and NMHSLA
- Filling the office of MHSLA Secretary after an unexpected resignation.
- Creation of a member publications list by the MHSLA Publications Committee.
- Growth in membership.
- Membership Committee standardization of a basic letter to new members that highlights the benefits of membership, including a link to our website, the Membership Directory, etc.
- Procedures for expenditures were clarified. All expenses must be approved by the Board.

4. Approval of minutes.

Secretary Arlene Weismantel asked if there were any corrections to the minutes of the October 19, 2006, General Business Meeting. These minutes were distributed to the membership prior to this meeting and have been posted on the MHSLA website. Mary Jo Wyels motioned to accept the 2006 minutes with the corrections suggested by Sandra Swanson. Betty Marshall seconded the motion. Motion carried.

5. Archivist's Report

Archivist Maureen Watson is presenting a poster at the Annual Conference titled, "MHSLA Memorabilia," which features different members holding tote bags and other memorabilia that have been distributed by MHSLA at meetings over the years. Maureen thanked Mary Hanson and Mary Fitzpatrick for going above and beyond to get her useful items for this poster.

Last year's MHSLA meeting pictures have been added to the picture archives. Maureen has tried to label the pictures whenever possible. She has also ordered archival DVDs on which to save digital copies of transferred documents and pictures.

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 said the year-end report is forthcoming.
For the period 7/18/07 – 9/17/07”

Income

Membership dues 2006-2007	\$30.00
2007 Conference Vendor Fees	\$4500.00
2007 Conference Registration Fees	\$10,037.00

Income Total \$14, 567.50

Expenses

Total 2007 Conference Expenses	\$3,746.29
Total 2008 Conference Expenses	\$5,786.65

Total Expenses	\$9,532.94
Beginning Checking Account Balance 9/17/07	\$36,717.77
Income Less Expenses	\$9,532.94
Ending Checking Account Balance	\$27,184.83
Certificate of Deposit as of 7/21/07	\$16,287.40
MLC Deposit Account	\$973.66
Total Assets as of 9/18/07	\$44,445.89

7. Review of Committee Reports

Audit

Chairperson Diane LeBar thanked her committee members Joan Emahiser and Marilyn Kostrzewski.

The financial records held by the current MHSLA Treasurer for the period 11/1/05 – 12/31/06 were reviewed. All deposits, checks, and entries were accurately documented with the following exceptions:

- Check #487 was entered into the checkbook register as \$220; actual check amount was \$220.11 (11/30/06 LaSalle statement).
- Receipt and LaSalle statement (dated 11/30/06) show that \$45 was deposited on 11/07/06, but the deposit was not entered in the register.
- LaSalle statement (dated 11/30/06) includes a \$40.17 withdrawal (“CLARKE AMERICAN CHK ORDER”) on 11/15/06, but the withdrawal was not entered in the register.
- LaSalle statement (dated 12/31/06) includes a \$349.63 deposit on 12/7/06, but the deposit was not entered in the register and there is no documentation.
- After reconciling the above discrepancies, the account balance on the LaSalle statement dated 12/31/06 and the last 2006 balance recorded in the checkbook register (dated 12/04/06) coincided. Documentation for the \$349.63 deposit, made on 12/07/06, was located and added to the Bank Deposits binder.

Bonding for MHSLA President, Pat Martin, and Treasurer, Pat Vinson, was current through June 1, 2007.

The Certificate of Deposit was allowed to automatically renew at its maturity date, July 21, 2007. The balance as of 12/07/2006 was \$15,743.13.

A spreadsheet detailing the purchases negotiated through the MHSLA Group Purchasing Committee is attached to a hard copy of the final report in the Audit Committee binder.

A spreadsheet detailing MHSLA’s transactions with the Michigan Library Consortium is attached to a hard copy of the final report in the Audit Committee binder. As of 3/19/2006, current funds available for the purchase of additional STAT!Ref titles

(\$6,123.33) minus total funds not yet collected from participants (\$7,096.99) leaves a negative balance of \$973.66. Janet LaCross, MLC Business Manager, prepared the spreadsheet.

Tax forms were not submitted in 2005 and 2006. The current MHSLA treasurer has contacted the IRS and is working to rectify the oversight.

Bylaws Committee

Chairperson Mary A. Hanson thanked her committee members Leslie M. Behm and Lea Ann McGaugh.

Committee business was conducted by phone and e-mail.

The changes proposed to the Bylaws in 2006 were approved at the Annual Meeting, and those revisions have been incorporated into the Bylaws. That revision has been posted to the MHSLA web site. There was no other business.

Conference Planning Committees

2007 Local Arrangements Committee

Mary Fitzpatrick thanked her Committee for all of their hard work.

2007 Education Committee

Melanie Bednarski thanked her Committee members and shared her top ten humorous lessons in her role as Education Committee Chairperson. These are posted on the MHSLA website.

The members of the MHSLA Education Committee for 2006-2007 were Diana Balint, Jennifer Barlow, Jennifer Bowen, Leslie Behm, and Melanie Bednarski (chair.)

Melanie reported that the committee started planning for the conference during the summer of 2006, mostly by email. At the conference in Lansing (2006) they met in person and by the end of that conference they had classes identified and each member had their assignments. Most of the communication took place via email.

The MHSLA Education Conference took place at the Doubletree Hotel and Conference Center, in Bay City, Michigan during September 26-28, 2007. The theme was *Navigating the Sea of Information*. Using MHSLA's new Strategic Plan, the theme, and feedback from last year's conference, the planned the conference accordingly. The committee was able to tie each class to one or more specific objectives put forth in the strategic plan, to ensure that members were receiving what was desired and required. (Please refer to the Education Chair's report from the January Board meeting for further details.)

The education committee was able to plan continuing education classes for each day of the conference which resulted in attendees being able to receive a total of 16 or 18 credits depending on which track one took. In doing so, they were also able to have a more traditional format on Wednesday with full and half-day CE classes, a class on Thursday and with the use of the Delta College Planetarium and Learning Center on Friday they were able to offer hands-on technological classes. (Please refer to the MHSLA 2007 Education Conference Final Program for more details.)

MHSLA had six posters presented at this year's conference. The Education Committee also planned a support staff workshop. The support staff workshop had a few false starts, but the end result was Michigan Go Local-Go Lean, the Michigan Go Local portion presented by Linda Draper and the Go Lean portion was presented by Michelle Montague. This session was presented on Tuesday, May 8, 2007 at the Michigan Library Consortium in East Lansing. There were 8 participants; it was well received and prompted an addition to the education conference of the Michigan Go Local portion. The total expense was \$390.33. Thank you to Jennifer Bowen and Diana Balint for coordinating this session.

Membership Committee

Chairperson Gale Oren reported:

Memberships in MHSLA for 2007 as of September 17, 2007:

70 institutional memberships

Trend: 69 (2003)

77 (2004)

76 (2005)

76 (2006)

104 personal memberships

trend: 104(2003)

92 (2004)

100 (2005)

110 (2006)

(**1** nonpaying membership for serials librarian, Library of Michigan, to receive and archive our newsletter)

(of the above, 13 people serve as both institutional representative and have a personal membership as well.)

70 institutional memberships x \$45 = \$3,150

104 personal memberships x \$15 = \$1,560

total received = \$4,710

This total received should match the total received by the treasurer for membership dues.

MHSLA Strategic Plan accomplishment: Development of a welcome kit and communication tools for both renewing and new members was completed in February 2007 and distributed to members via email. Thanks to Pat Martin and Arlene Weismantel for working on this.

Nominating Committee

Chairperson Doris Blauet thanked her committee and the candidates that ran.

The Nominating Committee conferred by telephone and email to develop a slate of potential candidates for the offices of President-Elect and Secretary. Local Area groups were contacted for candidates for the Nominating committee. A notice was sent in early February 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. The slate was:

President-Elect : Judy Barnes

Secretary : Arlene Weismantel

Nominating Committee: Sheila Bryant, Mid-Michigan

Kenneth Nelson, MDMLG

Betty Marshall, West Michigan

Cheryl Putnam, ERHSLA

No candidate for Northern Michigan

No candidate for Upper Peninsula

There was a problem posting the slate to members due to the resignation of the current secretary. The Slate was emailed to the members via the listserv on August 8, 2007. Due to the time crunch for mailing the ballots to the members, this was also emailed via the listserv on August 10th. Members were asked to print off the ballot and mail to the committee chair. Members were requested to indicate on the envelope their institution and or name so that the ballots could be checked against the current membership list. The ballots were counted on September 13, 2007.

The Elections committee consisted of Doris Blauet, Melanie Bednarski and Barbara Morey. 37 ballots were returned and one was discarded due to nonmember status. There was one write-in vote cast. The President was notified of the results so that she could notify the candidates.

The election results were:

President Elect: Judy Barnes

Secretary: Arlene Weismantel

Nominating Committee:

Sheila Bryant, Chairperson

Ken Nelson

Cheryl Putnam

Publications & Technology Committees

Arlene Weismantel, Publications Committee Chair, and Michael Simmons, Technology Committee Chair, submitted a combined report.

During 2006-2007 the Publications and Technology Committees:

- Migrated the MHSLA Web site from the GMR to 1stCom.com
- Updated the Web site regularly
- Published three issues of the *MHSLA News*
- Created and maintained the Web-based membership directory
- Maintained both the Board and general membership electronic discussion lists
- Created a blog for MHSLA

The NN/LM GMR informed MHSLA that they would no longer be able to host our web site. Mike Simmons migrated the site to 1stCom.com. This hosting service will cost MHSLA \$159.20/year, (the Gold Plan) an expense which was approved by the Board. This new host allows for additional functionality that we will continue to explore.

Arlene Weismantel continues to serve as MHSLA News editor. Three issues of the MHSLA News were published in 2006-07 as required by the organization.

Mike Simmons maintains both the Board and general membership discussion lists.

Arlene Weismantel created a blog for MHSLA. It has not been actively used by the membership and should, therefore, be evaluated in the upcoming year.

Research Committee

Committee member Sandy Swanson reported for Chairperson Misa Mi who could not be present. Other committee members were Alison Grodzinski, Marge Kars and Marie-Lise Shams.

The Research Committee submitted an abstract for the poster presentation which is scheduled at the MHSLA Annual Conference on September 28th, 2007. The purpose of the poster is to report the results of a survey demonstrating what issues and topics are interesting or concerning to MHSLA members. The results provide the committee with baseline information on key issues worthy to be researched. The committee will move ahead with the second phase of its research project by designing a survey focused on what new roles libraries and librarians are playing in their own institution.

The MHSLA Member Publication Collection has been created and updated thanks to Mike Simmons' strong technical support. The committee encourages members to submit their published articles or books to be posted on the web

page. The collection is intended to serve as a repository of members' collective knowledge and marketing tool to promote the organization and the field of medical librarianship.

Resource Sharing and Group Purchasing

Chairperson Heidi Schroeder reported that the Committee's Procedure Manual is now available on the Board Procedures page of the MHSLA Web site.

DOCLINE

The committee is interested in hearing what members think of the MHSLA DOCLINE group and will be soliciting feedback soon. There will be an article on proper DOCLINE use in the Winter 2008 issue of the *MHSLA News*.

Group Purchasing (Info from Deb Adams and Mike Simmons)

Natural Standard was added to our group purchase list this year. Details are on the MHSLA Group Purchase webpage. As of 9-11-07, there are 8 subscribers.

Also, Sandy Swanson and Ken Nelson have finalized the Stat!Ref contract renewal so invoices will go out shortly. Members can contact MLC if they would like to participate. The info on the website has not yet been updated.

Over 200 books were purchased from the recent Ovid E-book offer, resulting in a price of \$440 per book.

MISHULS

The next MISHULS update will take place in 2008.

NLM Duplicates

The committee has received a couple of shipments from NLM and is currently creating a title list. Details of how these books will become available to MHSLA members will be coming soon.

Outreach and Advocacy

No report

8. Regional Group Reports

ERHSLA

Mary Fitzpatrick reported that the members of ERHSLA have been busy planning the annual Fall Conference. Besides working the conference some other items of interest from the group. In March some of the members met to wish Martha Studaker, director of the Hurley Medical Library, a joyful retirement. Sharon Williams, the interim director, graduated from Wayne State University in August and was named the director. Jennifer

Bluhm joined the staff at Hurley in July as a public services librarian. Diane Gardner graduated from Wayne State University in May. Melba Moss is no longer at Port Huron Hospital. Robin Sabo, Reference Librarian at Central Michigan University joined our group this fall.

GMR Regional Council

Barb Platts, our GMR representative, could not be present so Pat Martin summarized the GMR Regional Council report which is on the MHSLA website. Pat described the funding opportunities available through the GMR and urged MHSLA members to take advantage of them.

MDMLG

MDMLG representative Marilyn Kostrzewski said that MDMLG had been very active this year. They hosted four meetings with programming.

Officers and Committee Chairs, 2006-07

Alexia Estabrook President
Marilyn Kostrzewski President-Elect
Diana Balint Past-President
Lynda Baker Secretary
Misa Mi Treasurer
Doris Blauet Membership Services
Pat Vinson Public Relations
Sandra Martin Archivist
JoAnn Krzeminski Communications/Newsletter
Valerie Reid Communications/Webmaster
Doreen Bradley Nominating
Toni Janik Professional Development Chair
Diane LeBar Compensation & Benefits
Nancy Bulgarelli Co-chairs
Marilyn Kostrzewski MHSLA Representative

General Membership Meetings

Date: Thursday, September 7, 2006

Topic: "Stay Aware with Current Technology Pearls: Wikis, Blogs, RSS and Podcasting".

Speakers: Gillian Mayman, Informationist, Public Health Library & Informatics, University of Michigan,
Patricia Anderson, Dentistry Library, University of Michigan, Alexia Estabrook, Information

Services Librarian, Providence Hospital

Location: University of Michigan, Dearborn

Date: Thursday, November 30, 2006

Lunch'Nlearn: New England Journal of Medicine

Topic: Challenges and Choices in the Changing Medical Journal Market (Panel Discussion)

Panelists: Ellen O'Donnell, Patty Scholl, Michael Simons

Location: St. Joseph Mercy, Pontiac

Date: Friday, March 15, 2007

Exhibit: National Library of Medicine "Changing Faces of Medicine" Exhibit

Topic: Using Electronic Tools for Library Inventory Control

Speaker: Mary Fitzpatrick, Alexia Estabrook and Clara Bohrer

Location: Detroit Public Library Main Branch

Date: Thursday, June 21, 2007, Summer Luncheon

Topic: Exploring the power of Humor, Optimism and Trust for facing both the predictable

And unpredictable hot seats of life.

Speaker: Jim Van Bochove

Location: Schoolcraft College Vista Tech Center, Livonia

Continuing Education Programs

April 3, 2007

"Evidence Based Library and Information Practice" 8 MLA CEs

Jonathan Eldridge

Troy Marriott, Troy, Michigan

38 Persons attended

July 26, 2007

2 NLM Classes

"Docline Explained" 3 CE credits (morning)

"Keeping Up With NLM's PubMed" 4 CE creits (afternoon)

Instructors - Charniel McDaniels and Holly Ann Burt frin NN/LM-Greater Midwest Region.

Shiffman Medical Library / Wayne State

Accomplishments

- The third annual MDMLG LIS scholarship was awarded to Heidi Schroeder. Upon graduation, Heidi secured a position at Michigan State University. However, she is still a very active member of MDMLG.
- MDMLG obtained incorporation status necessitating updating of By-laws.
- MDMLG has an organization calendar on AirSet
- MDMLG blog is now the homepage for the MDMLG webpage. The listserv continues to be utilized also.
- President attended the MHSLA Education conference and used the blog to report back to those not attending.
- Visa check card was instituted as means of organization payment.

- Membership stayed at same number of participants as 05/06.
- Procedural document was updated and is now available on the web.
- 2006 Compensation and Benefits Survey published for membership.
- Four issues of MDMLG newsletter were produced as PDF documents.
- Ellen O'Donnell, Conference Coordinator and Finance Chair with Sandra Martin, Local Arrangements Chair, are busy leading the Local Arrangements Committee in preparation for the 2008 Midwest Conference hosted by MHSLA.

Newly elected board members for 2007-2008

- President elect: Marilyn Kostrzewski, Oakwood Hospital and Medical Center, Dearborn
- Secretary: Karin Werner, St. John Hospital, Detroit
- Executive Board Member: Nandita Mani, Henry Ford Hospital, Detroit
- Nominating Committee: Valerie Reid, Henry Ford Hospital, Detroit
Mary Carr, Mt. Clemens Regional Hospital, Mt. Clemens
Daria Drobny, Rehabilitation Institute of Michigan, Detroit

MMHSL

Representative Mike Simmons reported that M-MHSL members met twice since the 2006 MHSLA Annual Education Conference. The November 2006 meeting was a debriefing of the 2006 Conference Planning Committee.

Elected Officers for 2007:

Arlene Weismantel President
John Coffey Treasurer
Marilia Antunez Secretary
Michael Simmons MHSLA Representative

Institutional Representation:

Michigan State University
Sparrow Health System

Goal for 2008:

Members agreed to plan one continuing education class during the MSU spring semester break (March 3-7), preferably at the MSU Campus

The next MMHSL meeting will be in November 2007

NMHSLA

Pat Martin briefly summarized Chris Allen's written report which is available on the web. On August 16, 2007, Northern Michigan Health Sciences Library Group voted to merge with Western Michigan Health Sciences Libraries Association, under the name, Western Michigan Health Sciences Library Association.

The Munson Healthcare Department of Library Services was recognized with the "Best in Show" award for the public relations and marketing competition at the annual conference of the Medical Library Association (MLA) in Philadelphia.

WMHSLA

WMHSLA and the Northern Michigan Health Sciences Libraries Group (NMHSLG) met on August 16 to discuss merging our two groups. After some discussion we voted on a motion to join the two groups. The motion passed. The two groups are now one. We decided to keep the name "Western Michigan Health Science Libraries Association." The two groups merged to give members increased opportunities for continuing education, professional experiences, and networking.

WMHSLA currently has twenty-five members. Brett Powers is President. They will be planning the 2009 conference.

9. Presentation of Librarian of the Year Award

President Pat Martin presented Michael Simmons with the Librarian of the Year Award for his many years of service to MHSLA. Mike's involvement in MHSLA has been unwavering since 1994 when he was a scholarship recipient. He has held numerous offices and served on many committees, including service as MHSLA President in 1991.

Mike currently represents Mid-Michigan Health Sciences Libraries on the MHSLA Board, is a member of the 2008 Education Committee and the Group Purchasing Committee, is Technology Chair and a Publications Committee member. As a member of the Publications Committee, Mike is MHSLA's webmaster and maintains both the General Membership and Board electronic discussion lists.

As a member of the Group Purchasing Committee, Mike has negotiated purchases with Ovid, Natural Standard and Springer. These group purchases benefit all of us and the organizations that we work for. These offerings make MHSLA a strong and vibrant organization, one that has true benefit for institutional members.

Mike expressed his appreciation to the organization for the Award.

Pat also honored Lea Ann McGaugh for her many years of service to MHSLA. Lea Ann was also nominated for the Librarian of the Year Award.

Sandra Swanson made a motion to accept the regional group reports. Judy Schroeder seconded the motion. Motion passed.

10. New Business

Pat Vinson, Ellen O'Donnell and Marilyn Kostrzewski invited the membership to next year's MHSLA Conference which will be a joint conference with the Midwest Chapter of

the Medical Library Association. It will be held at the Troy Marriott from October 17-21. The Midwest Chapter is comprised of 9 states. Ten CE classes will be offered. The keynote speaker will be Deana Ebert who will talk about the FISH philosophy. Eugenie Prime will be a plenary speaker.

Melanie Bednarski introduced this year's MHSLA scholarship winners:
Students: Shirley Langbartels and Kathy Serra
Member: Jennifer Bluhm

11. Transfer of Presidency

Pat Martin presented the gavel to incoming president Janet Zimmerman.

12. Inaugural Remarks

Janet expressed her thanks to MHSLA members. She has a new appreciation for the work and commitment of the membership after having served as President Elect. In the upcoming year she wants the Board to reevaluate the conference format to make sure that we are meeting the needs of the membership and articulate and research the value of hospital libraries and librarians. Janet expressed concern about the potential for decline in membership. We should consider collaborating with other state library groups and public libraries. We should also investigate new ways of communicating using technology and promote health literacy. Janet thanked Mary Fitzpatrick and Melanie Bednarski for their work on this conference. She looks forward to working with all of us.

13. Adjournment

Mary Fitzpatrick made a motion to adjourn the meeting. Judy Barnes seconded the motion. Motion approved at 11:50 a.m.

