



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MHSLA General Business Meeting

MEETING MINUTES: October 14, 2004

10:00 a.m.

Secretary : Yvonne N. Boudreau

Location : Kalamazoo, Michigan

Executive Board Member Roster

Names represented in **bold** indicate attendance

Officers: President - **Joan Emahiser**, President-Elect - **Jennifer Barlow**, Secretary - **Yvonne Boudreau**, Treasurer - **Janet Zimmerman**, Archivist - **Maureen Watson**, Immediate Past-President - Alexia Estabrook

Standing Committee Chairs: Audit - Patty Scholl, Bylaws - **Mary Hanson**, Education- **Cathy Eames**, Local Arrangements - **Maureen Watson**, Membership - **Susan Kendall**, Nominating - **Michael Simmons**, Publications - **Arlene Weismantel**, Research – Lea Ann McGaugh, Resource Sharing - **Sandy Swanson**, Technology - **Michael Simmons**, Ad Hoc Group Purchasing – **Joan Emahiser**

Regional Group Reps: ERHSLA - **Doris Blauet**, GMR - **Barbara Platts**, MDMLG - **Marilyn Kostrzewski**, MMHSL- **John Coffey**, NMHSLA - **Susan Wischman**, UPHSLC - Linda Winslow, WMHSLA - **Maureen Watson**

MHSLA Members were also in attendance.

All Motions are indicated in **bold and blue color**

Topic:	Conclusions/Recommendations/Actions:
1. Call to Order	Joan Emahiser called the General Business Meeting to order at 10:20 am. Joan welcomed all those in attendance.
2. President's Remark	Joan stated that it had been a challenging year and she expressed her deep gratitude for all the hard work that her Board had done over the last year. She stated that the Board had "risen to the

Joan Emahiser

occasion” for a particularly hard year.

Joan introduced the Board by asking them to stand when their name was called.

Joan stated that all of the Committee Reports and Executive Board decisions had been posted to the MHSLA website.

Joan read all of the past fiscal year’s Motions and Activities approved by the Board as follows:

**MHSLA Executive Board Decisions
2003 – 2004**

1. MHSLA applied for and was granted “*Articles of Incorporation*” by the State of Michigan as a tax-exempt corporation. This action was taken because the organization's former legal status of an unincorporated voluntary association permits individual members, officers and their institutions, to potentially be held liable for the intentional or implied misconduct of a member. The incorporation will protect each of the members' personal assets and their institutional corporate assets if MHSLA were sued. The necessary Bylaw changes were approved by the Board and submitted to the general membership for final ratification.
2. Gary Bender from the law firm of Murphy, Brenton & Spagnuolo, P.C. was contacted concerning the incorporation process and group purchasing concerns. Mr. Bender was recommended by other organizations, including MLC, because of his experience with library, consortia and association legal issues. Mr. Bender will continue as MHSLA's legal advisor.
3. The Group Purchasing Ad Hoc Committee, with Board approval, formalized arrangements with MLC so they may act as the organization's fiscal agent for current and future consortia type projects. MLC will provide the necessary business functions, as well as contract negotiation and legal assistance. MHSLA retains control of the selection of projects and their content.
4. A new MHSLA website was launched at the beginning of the fiscal year and contains many added value features. This new site will strengthen the association's ongoing mission of enhancing communication and provide information to the members. The site will continue to be maintained

by the Publications Committee and the Web Master.

- 5. The Board approved a recommendation by the Conference Planning Chair to subsidize 40% of the 2004 MHSLA Annual Education Conference projected expenses. The decision was made to ensure the highest quality of educational programming available, and make the conference more affordable for the attendees during this time of budget cuts and financial restrictions. Since the 2002 and 2003 MHSLA conferences netted a comfortable profit, the Board agreed the reduction in this year's registration fees would not compromise the association's financial integrity.**

- 6. A grant was established for the purpose of covering expenses for the NLM Teleconferences. A maximum of \$500.00 will be made available to cover registration and connection fees incurred by the hosting institution. The funds are awarded to a member library selected by the Education Committee in a geographical area not covered by GMR teleconferencing grants.**

- 7. A review of all committee and officer procedures, guidelines and responsibilities was initiated. The rationale for the project was that information and decisions had been lost or misplaced through the years making it difficult for the incoming chair or officer. The Board adopted a standardized format for the procedures. When the process is completed, all the documents will be available on the website and a copy included in the archives.**

- 8. An Ad Hoc Committee on Advocacy and Outreach was established in January 2004. The Committee was charged with the mission of promoting MHSLA and providing education on health information resources to a variety of audiences including administrators, organizations and public libraries. The Committee is in the process of creating a brochure, bookmark and list of consumer health information centers in Michigan. These items will be available late fall of 2004.**

- 9. At the request of the Board, the President submitted an application and MHSLA was awarded a GMR Exhibit Award for the Michigan Library Association's 2004 Annual Conference in Acme. The purpose of the award is to increase visibility of the NN/LM, GMR, NLM, and promote MHSLA in a public library venue. The theme of the presentation is "Collaboration and Cooperation - MHSLA and the GMR". Posters have been designed, a slide show will run continuously, brochures, postcards, and a copy of MISHULS & order forms will be displayed.**

	<p>10. The Ad Hoc Committee on Group Purchasing & Grants was dissolved at the September 2004 Board meeting. The Research Committee has fulfilled the responsibility with the NLM Aerial Grant by conducting a survey and forwarding the results to grant's project manager. The grant portion of the Ad Hoc Committee has been completed, however the group purchase portion has not. An Ad Hoc Committee on Group Purchasing was appointed by the President and will remain active until a permanent Group Purchasing Committee can be established and the necessary bylaws changes made.</p> <p>11. The Board unanimously agreed not to raise membership dues for the tenth year in a row, despite the exponential increase of services and membership benefits.</p> <p>Respectfully submitted,</p> <p>Yvonne N. Boudreau MHSLA Secretary</p> <p>Joan A. Emahiser MHSLA President</p> <p>Joan asked Bylaws Chair, Mary Hansen to explain the procedures for voting throughout the General Membership Meeting. Mary discussed 4 items on the handout titled "Standing Rules" for the Annual Business Meeting.</p>
<p>3. Approval of Minutes</p> <p>Yvonne Boudreau</p>	<p>Yvonne Boudreau called for corrections to the 2003 General Business Meeting's Draft Minutes. No corrections were identified.</p> <p>Betty Marshall Motioned that the Minutes be approved. Doris Blauet seconded the Motion. Motion carried.</p>
<p>4. Archivist's</p>	<p>Archives</p>

Report

Annual Report 2004

Maureen Watson

This year I added materials to the archives that were given to me by different members. I also had to do some searches for historical information. I continued to add to a Microsoft Access database to help organize the boxes of materials. All of the materials in the archives have been moved to acid-free archival boxes. Each box has a number and this number and the subjects within are listed in the database. Last year's MHSLA meeting pictures have been added to the picture archives. I have tried to label the pictures whenever possible.

I am making a poster for the annual MHSLA meeting in Kalamazoo. It will be called "MHSLA 2004: Kalamazoo Kaleidoscope" and have pictures and summaries of the keynote addresses delivered at the MHSLA Annual Meetings since 1985 when keynote speakers first became part of the program. Not all years will have pictures because pictures were not always taken of keynote speakers and sometimes were not labeled.

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

1. President's address and farewell speech
2. Treasurer's Report
3. List of conference registrants - pre and late registrations
4. Minutes of the Executive Board Meetings
5. Minutes of the Annual Business Meeting
6. Minutes and reports of all Standing Committees, including agendas, handouts, etc.
7. Minutes and reports of all AdHoc Committees, including agendas, handouts, etc.
8. Minutes and reports of all "Special Committees"
9. Details on annual meetings, workshops, seminars and continuing education offerings as to their planning, organization, financing, reservations, printing, speakers, honorariums, evaluations, etc.
10. Conference financial statements
11. All correspondence
12. Annual Membership Directory
13. Photos of incoming officers and Executive Board.
14. 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.

Respectfully submitted,

Maureen Watson
Archivist

Additionally, Maureen requested that in the future please labeled all photos with the name of the event and names of people within the photo.

5. Treasurer's Report

Janet
Zimmerman

**MHSLA ANNUAL TREASURER'S REPORT
9/1/03 – 8/31/04**

Category Description

INCOME

Conference 2003:

Registration Fees 20,505.00

Other 25.00

TOTAL Conference 2003 \$ 20,530.00

Conference 2004

Vendors/Exhibit Fees 1875.00

Refund (Computer Lab Deposit) 600.00

TOTAL Conference 2004 2475.00

Meal Reimbursement for Board Dinner 47.70

Membership Dues 5175.00

MISHULS 980.00

Workshop Fees 225.00

TOTAL INCOME 29,432.70

EXPENSES

Debit Board Expenses 2508.51

Debit Committee Expenses

Archives 45.84

Bylaws 219.61

Education 239.49

Membership 56.24

Publications 503.18

TOTAL Debit Committee Expenses 1064.36

Debit Conference 2003

Archives	92.90
Door Prizes	150.00
Giveaways	825.00
Hotel, Meeting Rooms	9866.28
Local Arrangements	199.42
Printing & Layout	913.12
Reception/Special Events	1434.34
Scholarship Expenses	234.57
Speaker Expenses	3749.00
TOTAL Debit Conference 2003	17,464.63

MHSLA ANNUAL TREASURER'S REPORT
9/1/03– 8/31/04

	<p>Janet Zimmerman MHSLA Treasurer</p> <p>Joan Emahiser thanked Janet for all of her hard work over the last two years serving as treasurer.</p>
<p>6. Review of Committee Reports</p> <p>Audit</p> <p>Patty Scholl</p>	<p style="text-align: center;">Audit Committee Annual Report 2004</p> <p>The Audit was completed on February 12, 2004 at Bon Secours Hospital Library. The financial records for MHSLA, for the fiscal year ending October 31, 2003 were reviewed. The checking account was examined through check #266 dated January 28, 2004, and was found to be in good order. Expenses, deposits and accrued interest were accurately documented and the account was perfectly balanced.</p> <p>The financial records, including the many payments and deposits in connection with the MHSLA Conference 2003, were in excellent order.</p> <p>Respectfully submitted, Audit Committee Patty Scholl, Chair Doris Blauet Andrea Rogers</p> <p>Doris Blauet stated that all of MHSLA's financial books and records were perfectly balanced.</p> <p>President Joan Emahiser thanked Patty Scholl for all of her hard work over the last year.</p>

Bylaws

Mary Hanson

**BYLAWS COMMITTEE
Annual Report 2004**

COMMITTEE:

Mary A. Hanson, Chair

Leslie M. Behm

Lea Ann McGaugh

Deb Porter

Committee business was conducted by phone, e-mail, and in person.

The changes proposed to the Bylaws in 2003 were approved at the Annual Meeting, and those revisions were incorporated into the Bylaws.

Several more changes have been distributed to the general membership for discussion and voting at the Annual Meeting in October 2004. They are:

- 1) changing from unincorporated to incorporated since MHSLA is now incorporated;**

ARTICLE I. Name

The name of this non-profit unincorporated *incorporated* organization shall be the Michigan Health Sciences Libraries Association, abbreviated as MHSLA, and hereinafter referred to as MHSLA or The Association.

- 2) clarifying who is chair of the Elections Committee;**

ARTICLE VIII. Elections.

Section 3. Elections Committee

- B. The Elections Committee shall be composed of the Nominating Committee Chair and at least two other MHSLA members. *The chair of the Nominating Committee shall also be the chair of the Elections Committee.***

	<p style="text-align: center;">3) clarifying how a tie in the voting for an elected office is resolved;</p> <p style="text-align: center;">Section 4. Tabulation</p> <p>C. If a tie occurs for any position, the membership at the Annual Business Meeting shall vote and resolve the tie. <i>it shall be resolved by a coin toss at the Annual Business Meeting.</i></p> <p>Respectfully submitted, Mary A. Hanson, M.S.L., A.H.I.P.</p> <p>Mary Motioned that MHSLA General Membership approve the identified Bylaws changes. Lea Ann McGaugh seconded the Motion. Motion carried.</p> <p>President Joan Emahiser thanked Mary Hanson and her Committee for all of her hard work over the last year.</p>
<p>Conference Planning</p> <p>Local Arrangements</p> <p>Jennifer Barlow</p>	<p style="text-align: center;">Conference Planning Committee Annual Report 2004</p> <p>The Conference Planning Committee consisted of Jennifer Barlow (Conference Planning Chair and Local Arrangements Co-Chair), Maureen Watson (Local Arrangements Co-Chair) and Cathy Eames (Education Chair).</p> <p>This committee coordinates the work of the Education and Local Arrangements Committees. Planning for the 2004 conference began in November of 2002 at a meeting of the Western Michigan Health Sciences Libraries Association. WMHSLA selected Kalamazoo as the conference city and preliminary Local Arrangements Committee assignments were made.</p> <p>Conference dates and theme were set by Local Arrangements in March 2003. A contract with the Radisson Plaza Hotel was signed in June 2003. Committee assignments were finalized in September 2003. The concept for our special event extravaganza was approved in February 2004.</p> <p>The Education Committee began planning for programming in the fall of 2003, taking suggestions</p>

	<p>from 2003 MHSLA conference attendees into account. Several nationally-known presenters were booked for MHSLA 2004. The conference program offers solid content and covers a diversity of topics.</p> <p>Conference fees were intentionally set below break-even points by the MHSLA Board to make this educational opportunity more accessible to members and guests.</p> <p>Conference planners inherited substantial documentation from previous committees, but despite this, we encountered a number of unusual situations and questions. We used our best judgment to resolve issues as they arose. We documented our problems and decisions in a new procedure manual which we will share with next year's Conference Planning Committee.</p> <p>We have enjoyed planning the 2004 conference and we hope it meets our members' expectations.</p> <p>Respectfully submitted, Jennifer Barlow September 2004</p> <p>Jennifer thanked all the hard work done by her Committee Members in the arranging of the 2004 Conference.</p> <p>President Joan Emahiser thanked Jennifer Barlow and her Committee for all of her hard work over the last year.</p>
<p>Education Cathy Eames</p>	<p style="text-align: center;">Education Committee Annual Report 2004</p> <p>The members of the MHSLA Education Committee for 2003-2004 were Christine Allen, Diana Balint, Doris Blauet, Cathy Eames (chair) Valeria Long, Ken Nelson, Deborah Porter, and Ellen O'Donnell. The committee met on November 23, 2003 to plan the program for the 2004 conference. All other committee business was conducted via e-mail and phone.</p> <p>The support staff workshop, entitled "MeSH From the Ground Up" and led by Leslie Behm was coordinated by Christine Allen and Doris Blauet. The class was held at Central Michigan University on May 18. There were 15 registrants and the evaluations for the class were very positive. The class was self-sustaining except for \$9.49 that was funded by MHSLA.</p>

The theme for the 31st Annual Education Conference, held October 13-15 in Kalamazoo, was “Knowledge Kaleidoscope”. Program ideas were taken from Education Committee members and based on the 2003 conference evaluation forms. The following continuing education courses were offered: MLA CE 1031 – *Running with the Squirrels* (8 MLA credit hrs.), Jeannine Cyr Gluck; MLA CE 1034 – *Communicating with Physicians* (4 MLA credit hrs.), Bradley Long and Peter Jucovy; and MLA CE 5075 – *Coping with Information Overload* (3 MLA credit hrs.), Robert Berkman. The keynote address, *50 Ways to be Indispensable to Your Organization*, was given by Robert Berkman. The concurrent sessions included a *tour of Borgess Navigation Center* by Elyse Kaps and Jennifer Barlow, *PubMed LinkOut* by Kara Thompson, *Archiving 101-What am I supposed to do with this stuff?* by Sharon Carlson, and *Scholarly Communication and Libraries: The Crisis, Challenges, and New Models* by Susan Kendal and Arlene Weismantel. The program also included a *GMR Update*, a *MeL Catalog Update*, a panel presentation entitled *Electronic Document Delivery*, and a contributed paper entitled *Evaluation of Online Evidence-Based Medical Resources at the Point of Care* by Sandra Dahlman.

Diana Balint coordinated eight poster sessions for the conference and was also in charge of coordinating two Michigan MLA Teleconference sites during 2004.

Scholarships to the 2004 conference were coordinated by Doris Blauet and awarded to students Poonam Prasad, Wayne State University and Mallanye Lackey, University of Michigan. The member scholarship was awarded to Susan Wischman.

The Education Committee would like to thank the Conference Planning Committee members and the Local Arrangements Committee members for their help and support during this past year.

Respectfully submitted,
Cathy H. Eames

Cathy thanked her Committee for all the hard work done in the last year.

President Joan Emahiser thanked Cathy Eames and her Committee for all of her hard work over the last year.

Membership

Susan Kendall

**Membership Committee
Annual Report 2004**

Committee Members
Susan Kendall, Chair
John Coffey

Memberships in MHSLA for 2004 as of Sept 2, 2004:

77 institutional memberships (up from 69 last year)

92 personal memberships (down from 104 last year)

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

(of the above, 14 people serve as both institutional representative and have a personal membership as well.)

77 institutional memberships x \$45	= \$3,465
92 personal memberships x \$15	= <u>\$1,380</u>
total received	= <u>\$4,845</u>

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

Issues to discuss:

- 1. Will the institutional and personal membership dues remain the same for 2005?**

Respectfully submitted,
Susan Kendall
Membership Chair

Additionally, Susan stated that although the Membership dues have not changed in ten years, the

	<p>dual membership receiving two. To be counted, all ballots had to be received by the Nominating Committee Chair by September 24, 2004.</p> <p>104 ballots were returned by the deadline. President Joan Emahiser appointed an Elections Committee to count ballots. Michael Simmons, Sheila Bryant, and Deb Porter counted ballots on October 4, 2004. Results were emailed to President Joan Emahiser, who will notify the successful candidates and make a formal announcement at the MHSLA General Business meeting on October 14, 2004 in Kalamazoo, Michigan.</p> <p>Respectfully submitted, Michael Simmons 2004 MHSLA Nominating Committee, Chair October 4, 2004</p> <p>Additionally, Mike encouraged “involvement” in the organization stating that the benefits far exceed the work.</p> <p>President Joan Emahiser thanked Mike Simmons and his Committee for all of his hard work over the last year.</p>
<p>Publications</p> <p>Arlene Weismantel</p>	<p style="text-align: center;">PUBLICATIONS COMMITTEE Annual Report 2004</p> <p>During 2003-2004 the Publications Committee:</p> <ul style="list-style-type: none"> • Launched a completely redesigned MHSLA Web site • Updated the Web site regularly • Published three issues of the <i>MHSLA News</i>. • Created and maintained the Web-based membership directory • Maintained both the Board and general membership electronic discussion lists <p>Our Web site and electronic discussion lists, hosted free of charge by the NN/LM GMR at the University of Illinois, Chicago, have functioned well.</p>

	<p>Problems with e-mail accounts at members' home institutions have occasionally resulted in mail not being received through the discussion lists. As a result, the MHSLA Board is currently not conducting official business via the Board list or e-mail generally.</p> <p>Goals for the next year include drafting a discussion list policy.</p> <p>Thank you to my committee members! John Coffey and Susan Kendall assist in the production of the <i>MHSLA News</i>. Mike Simmons maintains both the Board and general membership discussion lists.</p> <p>Respectfully Submitted, Arlene Weismantel 2003-2004 Publications Committee Chairperson</p> <p>President Joan Emahiser thanked Arlene Weismantel and her Committee for all of her hard work over the last year.</p>
<p>Research</p> <p>Lea Ann McGaugh</p>	<p style="text-align: center;">Research Committee Annual Report 2004</p> <p>The objectives for the Research Committee for 2004 were:</p> <ol style="list-style-type: none"> 1. To design and administer appropriate instruments to gather statistics and other input relevant to the ARIEL grant in which some MHSLA members participated. This National Library of Michigan grant was written by and awarded to Harvey Brenneise of the Michigan Public Health Institute. 2. To report results of the information gathering process to the MHSLA Board and membership and to the administrator of the ARIEL grant. <p>The activities of the Committee included:</p> <ol style="list-style-type: none"> 1. E-mailed survey to ARIEL participants - December 2003 2. Presented survey results to MHSLA Board - March 2004 3. Shared report with Harvey Brenneise for use in his report to NLM - June 2004

	<p>4. Sent report to MHSLA Ariel participants - June 2004 5. Summary report on survey results published in MHSLA News - Fall 2004 6. Reported survey results at MHSLA annual conference - October 2004</p> <p>Submitted, Research Committee D. Lea Ann McGaugh, Chair Cheryl Putnam Alison Fountain</p> <p>President Joan Emahiser thanked Lea Ann McGaugh and her Committee for all of her hard work over the last year.</p>
<p>Resource Sharing Sandy Swanson</p>	<p style="text-align: center;">Resource Sharing Committee Annual Report 2004</p> <p>Committee members: Marge Kars; Marie-Lise Shams; Sandra Swanson (chair); Patricia Wolfgram</p> <p>Resource Sharing Committee accomplishments for 2004:</p> <ul style="list-style-type: none"> • Updated the MHSLA DOCLINE user group • Updated Interlibrary Loan directory information • Printed and sold copies of the “MISHULS” union list. PDF version of MISHULS and its directory are posted on the MHSLA website members-only section. • Compiled MHSLA’s interlibrary loan statistical report, which was published in the newsletter. • Discussed benefits and disadvantages of initiating a group “batch update” from the OCLC to SERHOLD databases. It was determined that the disadvantages outweighed the advantages. • Provided information to members on resource sharing topics via the MHSLA listserv • Provided information to new and prospective members concerning Resource Sharing and Group Purchasing opportunities. • Discussed developing a membership survey on a resource sharing topic. No survey was undertaken. It is recommended that the Research Committee consider this project. <p>In addition to the work of the Resource Sharing Committee, the committee chair is charged with serving on the Group Purchasing Committee.</p>

	<p>I would like to thank the members of the Committee for their assistance in accomplishing these projects. Well done!</p> <p>Respectfully submitted, Sandra E. Swanson, Chair 30 September 2004</p> <p>President Joan Emahiser thanked Sandy Swanson and her Committee for all of her hard work over the last year.</p>
<p>Technology Michael Simmons</p>	<p>No Report</p>
<p>7. Regional Group Reports ERHSLA Doris Blauet</p>	
<p>GMR Regional Council Barb Platts</p>	<p style="text-align: center;">GMR Regional Council Annual Report 2004</p> <p><u>MLA Teleconferences</u></p> <p>The GMR funded two teleconferences sponsored by MLA. Roles and Essential Skills for the Expert Searcher (March 10, 2004), and the Art and Practice of Electronic Journal, Book, and Database Licenses: Practical Tips for Healthcare Organizations (September 22, 2004).</p> <p><u>Funding Opportunities:</u></p> <p><u>Technology Improvement Awards</u></p> <p>The GMR funded 5 Technology Improvement Awards for the purchase, installation, and/or upgrading of information technologies that enhance access to health informatics. Awards were for</p>

up to \$5000 for a single institution.

Electronic Access to Health Information Awards

The National Library of Medicine funded forty projects in 24 states in an effort to improve access to electronic health information for the general public. The purpose of this outreach initiative was to ensure that health professionals, their patients, and the general public are connected to the health information resources they need to make informed health care decisions. This solicitation focused on projects designed to improve access to electronic health information for such groups and organizations as consumers, the underserved and minority health care professionals, public health workers, public libraries, community-based and faith-based organizations. Awards were for up to \$10,000 for single institutions, and up to \$40,000 for groups of two or more institutions.

RAC (Regional Advisory Council) Technology Committee Annual Meeting

The committee met in August in Chicago. The committee consists of 8 members from various types of libraries throughout the GMR. Academic, public, and hospital libraries were represented. Also present were GMR staff members including Bryan Vogh, the new GMR Technology Coordinator.

The committee reviewed past year activities including Technology Improvement Awards presented in January, the GMR's role in addressing the technology needs of its members, and the Technology Forum at the Midwest Chapter of MLA. Other items of business included a Health Web Report (Health Web is a clearing house of recommended websites for medical professionals and can be found at <http://healthweb.org/>), technology trends, and a review of 6 proposals for Access to Electronic Health Information Awards.

Submitted by:
Barbara Platts, MLIS, AHIP
GMR Regional Council
Munson Healthcare

President Joan Emahiser thanked Barb Platts for all of her hard work over the last year.

MDMLG

**Marilyn
Kostrzewski**

**MDMLG
Annual Report 2004**

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.

Officers and Committee Chairs, 2003-04

**Toni Janik President
Karen Tubolino President-Elect**

**Audrey Bondar Past-President
Diane LeBar Secretary
Marilyn Kostrzewski Treasurer
Ellen O'Donnell Membership Services
Misa Mi Public Relations
Sandra Martin Archivist
Patty Scholl Auditor
Carla Caretto Communications/Newsletter
Valerie Reid Communications/Webmaster
Diana Balint Nominating
Audrey Bondar Professional Development
Gayle Williams Compensation & Benefits
Marilyn Kostrzewski MHSLA Representative**

General Membership Meetings

Date: September 18, 2003

**Topic: Before Disaster Strikes
Speaker: Jeanne Drewes MSU
Brown Bag: Bretford
Location: Oakwood Hospital / Dearborn**

Date: November 19, 2003
Topic: Imbedding Safety into Patient Care: an organizational mission
Speaker: Marcia Piotrowski Patient Safety Coordinator, Ann Arbor VA
Brown Bag: Linkout – Video-conferenced from Chicago
Location: Wyandotte Hospital

Date: February 19, 2004
Topic: State of Library Staff Education: Electives Now and the Future
Speakers: Joseph Mika, WSU; Maurita P Holland, U of M; Suzanne Robinson, MLC
Brown Bag: Micromedex – John Wilkinson
Location: Dental Library, UofD Mercy Outer Dr Campus

Date: April 22, 2004
Topic: Return on Investment (ROI)

Speaker: Judith Field

Brown Bag: Building a digital collection – Toni Janik
Location: Cottage Hospital Grosse Point
Attendance: 34

Date: June 17, 2004
Topic: The Visible Librarian, asserting your value through marketing and advocacy
Speaker: Ms Judith Seiss
Location: Somerset Inn, Troy Michigan

Continuing Education Programs

May 4, 2004
Hyatt Regency
Technology Planning by Wallace McClendon (8 hr)
Swets-Blackwell Presentation

June 15, 2004
Wayne State Shiffman Medical Library

- **What's Up at NLM & other Federal agencies for Health Science Librarians (4 hr)**
- **MeSH: From the Ground Up (4hr)**

Accomplishments

Misa Mi and Public Relations Committee developed a new Consumer Health Link on the MDMLG website.

Carol Gilbert, Providence Hospital, Southfield was given 'Fellow' status at MLA for 2004.

A survey concerning the frequency of meetings and officer/chairman terms was conducted. Based on the results, restructuring of the yearly format and terms will be determined and by law changes will be executed in 2004-05.

Five issues of the newsletter were published on the MDMLG website.

A Table of Contents for the MDMLG News Archive was created.

An Index to the MDMLG News from 1989 through 2003, is now available.

Newly elected board members for 2004-05:

- **President elect: Diana Balint, Oakwood, Southshore**
- **Board Members: Patricia Vinson, Michigan Orthopedic Hospital
Duryea "Dee" Callaway, Wayne State University**
- **Nominating Committee: Melanie Bednarski, Genesys, Grand Blanc
Jennifer Bowen, Children's Hospital
Diane LeBar, Oakwood, Dearborn**

**Respectfully submitted,
Marilyn S. Kostrzewski
MDMLG Representative
October 11, 2004**

President Joan Emahiser thanked Marilyn S. Kostrzewski for all of her hard work over the last year.

<p>MMHSL</p> <p>John Coffey</p>	<p style="text-align: center;">Mid Michigan Health Sciences Libraries (MMHSL) Annual Report 2004</p> <p>This past year MMHSL met four times. The current officers are: President, Arlene Weismantel; Secretary, Susan Kendall and Treasurer, John Coffey. The current representative to the MHSLA Board is John Coffey. The latest membership includes 12 paid members.</p> <p><u>Highlights:</u></p> <p>A CE class, “Successfully Presenting to the Adult Learner & Professional” was held on April 23, 2004 at the MSU Main Library. There were 28 attendees and the evaluations indicate that it was well received. The membership would like to sponsor one CE course per year and discussed ideas for next year’s CE course. Ideas included topics such as database searching (something more practical and with a different twist than the teleconference on this topic), management and conflict resolution and generation gap /communication issues.</p> <p>The site for the 2006 MHSLA Annual Conference, which will be hosted by Mid Michigan, has been selected and booked. It will be the Kellogg Center on Michigan State’s campus. There will be no extra charges for Internet hook-up or for AV support.</p> <p>Respectfully Submitted, John Coffey MMHSL representative to the MHSL Board</p> <p>President Joan Emahiser thanked John Coffey for all of his hard work over the last year.</p>
<p>NMHSLA</p> <p>Susan Wischman</p>	<p style="text-align: center;">NMHSLA REGIONAL GROUP Annual Report 2004</p> <ol style="list-style-type: none"> 1. July marked the opening of a new library at Leelanau Memorial in Northport. Munson’s Department of Library Services also began working with West Shore Hospital in Manistee on "resurrecting" their library. 2. The Health Sciences Library at Munson completed an interior renovation last year. In Petoskey,

Anne Foster reports that the Northern Michigan Hospital Library moved into a new, larger space.

- 3. Mercy Hospital in Cadillac continues the transition from a paper catalog system to an automated online library system and in the process they are updating their collection.**
- 4. The Department of Library Services at Munson hosted two teleconferences last year, one in March and one in September.**
- 5. The Department of Library Services received a grant from IMLS to begin an archival digitalization project. The project began in September 2004 and is expected to be completed in February 2005.**
- 6. The Local Arrangements Committee has begun planning the 2005 Annual Education Conference. Dates for this Conference are September 21-23, 2005.**
- 7. The Community Health Library at Munson presented over 20 programs to the community in the last year. Topics presented ranged from information on diseases to cooking demonstrations and hands-on classes designed to help the consumer find credible health information on the Internet. Employees participated in the state wide Let's Get Moving program, TC Reads literacy project and a two day Munson Employee Health Fair.**
- 8. The Department of Library Services at Munson Healthcare will receive the NCLIS (National Committee on Libraries and Information Science) award at this year's MLA Annual conference in Acme. State Librarian Christie Pearson-Brandau will present this national award.**

**Submitted By,
Susan Wischman
NMHSLA Regional Representative
Munson Healthcare**

President Joan Emahiser thanked Susan Wischman for all of her hard work over the last year.

<p>UPHSLA</p> <p>Linda Winslow</p>	<p>No report</p>
<p>WMHSLA</p> <p>Maureen Watson</p>	<p style="text-align: center;">Western Michigan Health Sciences Libraries Association (WMHSLA) Annual Report 2004</p> <p>The WMHSLA has had a very active year meeting almost monthly to plan the local arrangements for the 2004 MHS LA Annual Education Conference that will be held in Kalamazoo. The current officers are Maureen Watson, President; Eleanor Lopez, President-Elect; Jennifer Barlow, Secretary; and Sandy Swanson, Treasurer. Eleanor's term as President will begin in November.</p> <p>WMHSLA currently has 23 active members. Our Local Arrangements Co-Chairs are Jennifer Barlow and Maureen Watson. Sandy Swanson, Maureen Watson and Mary Loftis have worked on the Printing and Publicity Committee; Carol Aebli and Jennifer Barlow on the Hospitality and Special Event Committee; Marge Kars and Mary Hanson on the Exhibits and Vendors Committee; Eleanor and Tim Ezell on the Audio-Visual Committee; and Betty Marshall, Mary Jo Wyels and Lois Huisman on the Registration Committee. Many other members attended meetings and were part of the Local Arrangements Committee. We are making note of changes to the local arrangements guidelines which will help future planners of the annual meeting.</p> <p>Jennifer Barlow has been very busy as the Local Arrangements Chair who lives in the host city. With the help of Carol Aebli, she has made most of the arrangements for transportation, room assignments and the special event. She will also be presenting and participating in several of the educational sessions at the meeting, including a tour of the Borgess Navigation Center.</p> <p>The registration committee, headed by Mary Jo Wyels, ordered the registration bags for the annual meeting with the conference logo printed on it. She also ordered attractive golden kaleidoscopes as keepsakes for everyone. Betty Marshall and Mary Jo found a beautiful larger kaleidoscope that will be raffled off at the meeting. Lois Huisman collected many registration donations from other members.</p> <p>Mary Hanson and Marge Kars have been in charge of contacting vendors and have already gotten around \$4000 worth of support for the meeting. Marge's hospital, Bronson Methodist, will also be hosting a welcome reception.</p> <p>We had planning sessions almost every month because of the conference. Judy Schroeder hosted</p>

	<p>our June meeting at Grand Valley State University’s Cook-DeVos Center for Health Sciences Building near Spectrum – Butterworth Hospital in downtown Grand Rapids. After the meeting she gave us a tour of the building.</p> <p>WMHSLA sponsored two Medical Library Association teleconferences. In March, “Roles and Essential Skills of the Expert Searcher” was viewed at Spectrum Health, Butterworth Campus, and in September, “The Art and Practice of Electronic Journal, Book, and Database Licenses: Practical Tips for Healthcare Organizations” was viewed at Ferris State University in Big Rapids.</p> <p>Respectfully submitted, Maureen Watson</p> <p>President Joan Emahiser thanked Maureen Watson for all of her hard work over the last year.</p>
<p>8. Ad Hoc Group Purchasing and Grants Committee</p> <p>Joan Emahiser</p>	<p style="text-align: center;">Ad Hoc Committee on Group Purchasing & Grants Annual Report 2004</p> <p><u>Committee Members</u></p> <p>Joan A. Emahiser, Chair Jennifer Barlow Michael Simmons Sandra Swanson Arlene Weismantel</p> <p><u>Charge</u></p> <p>To facilitate participation among the institutional members in group purchases of products and/or services; to recommend standardized guidelines and procedures for the group purchasing function; to determine where within the organizational structure this function should be placed; to determine the need for a permanent fiscal agent; to investigate the need for legal representation regarding vendor contracts and agreements; to explore potential projects and products for the membership.</p>

	<p><u>Accomplishments</u></p> <p>Arrangements were formalized with MLC to act as MHSLA's fiscal agent. MLC will provide the necessary business functions, as well as contract negotiation and legal assistance. MHSLA will retain control of the product selection and it's content.</p> <p>The Committee met with a representative of the law firm of Murphy Brenton & Spagnuolo, Gary Bender. Mr. Bender answered questions posed by the Committee and will continue to act as legal council.</p> <p>The Committee investigated two scenarios regarding the placement of the group purchasing function within the organizational structure. One was to place the function within the Resource Sharing Committee and the second was a separate standing committee. With the immense amount of work and man-hours involved with each project, the Committee recommended that a permanent Group Purchasing committee be created. The Board agreed to the concept.</p> <p>The guidelines, procedures and responsibilities for a permanent Group Purchasing Committee have been outlined and will be presented to the Board for approval.</p> <p>Current projects include Stat!Ref, Ovid Clinical Choice and Natural Medicines. Access Medicine had a trial subscription earlier in the year. Proquest Nursing and CINAHL are being investigated, among other recommendations from the membership.</p> <p>Respectfully Submitted, Joan A. Emahiser Chair, Ad Hoc Committee on Group Purchasing & Grants</p>
<p>Ad Hoc Advocacy and Outreach Committee</p>	<p style="text-align: center;">AD-HOC COMMITTEE ON OUTREACH AND ADVOCACY 2004 ANNUAL REPORT</p> <p>This committee was formed to make MHSLA and medical librarians more visible to public</p>

**Arlene
Weismantel**

librarians, consumers and health professionals throughout the state.

MHSLA's objective is consistent with the National Network of Libraries of Medicine/Greater

Midwest Region (GMR) goals for outreach to health professionals and consumers and public libraries. In order to accomplish its outreach goals, the GMR offers outreach subcontracts and awards to network members. MHSLA applied for and received an Exhibit Award through the NN/LM GMR to exhibit at the Michigan Library Association conference in Acme in October 2004.

MHSLA members will promote MHSLA and the resources of NLM and the NN/LM GMR.

This committee also worked on creating a MHSLA brochure and bookmark which will be available soon.

Next year the committee will define more objectives for our outreach and advocacy program and identify appropriate strategies to accomplish these objectives.

Throughout the year, the committee has received many outstanding ideas to promote MHSLA and medical librarians. These include writing letters or articles and submitting them to appropriate media. For example, MHSLA and our individual members can respond when the lay press overlooks MedlinePlus in favor of a questionable health Web site. A more formal article outlining the role of the library in patient safety could be submitted to a Michigan Hospital association publication. MHSLA members could also promote reliable consumer health information on public access cable television. Many of these ideas can be funded through GMR funding. MHSLA is limited in it's outreach goals only by the time our members are willing to invest in these ventures. Consider investing in MHSLA and our profession by your willingness to participate in outreach and advocacy activities.

**Respectfully Submitted,
Arlene Weismantel
2003-2004 Ad-Hoc Outreach and Advocacy Committee Chairperson**

**Committee Members:
Joan Emahiser
Jennifer Barlow
Mike Simmons**

	<p>Mary Jo Wyels Motioned to approve the Committee Reports. Betty Marshall seconded the Motion. Motion carried.</p>
<p>MHSLA Strategic Plan Discussion` Joan Emahiser</p>	<p>Where do we go from here?</p> <p>Joan asked the membership for suggestions for a vision for MHSLA over the next five years.</p> <p>The Membership made the following suggestions:</p> <ul style="list-style-type: none"> • Education for MHSLA Members and new librarians. • Education / classes made available on the web. • Education and Resource Sharing • Education through the Annual Conference • Foster an environment for networking • Group Purchasing opportunities • Re-evaluate mission statement <p>Betty Marshall motioned that an Ad Hoc Strategic Planning Committee be formed in order to establish additional priorities and strategies for the future direction of MHSLA. Marilyn Kostrzewski seconded the Motion. Motion carried.</p>
<p>Old Business</p>	<p>No report</p>

<p>New Business</p>	<ul style="list-style-type: none"> • Barb Platts, Local Arrangements Chair, officially invited all MHSLA members to the 2005 Annual Conference held in Thompsonville, Michigan. Barb presented a power point presentation which illustrated the beautiful amenities and conference facilities of Crystal Mountain Resort. The theme for the 2005 Annual Conference has been identified as “Camp MHSLA – E-Ventures in Learning”. The Conference will be held September 21-23, 2005. • Librarian of the Year Award – Mike Simmons, Nominating Chair, presented Sandy Swanson with the 2004 MHSLA Librarian of the Year Award. Sandy Swanson was presented the award because of her exemplary work and determination on the Stat!Ref database group purchasing project. Sandy was responsible for creating the guidelines and the “checks and balances” for Stat!Ref. • President Elect Jennifer Barlow presented President Joan Emahiser with a wooden plaque honoring MHSLA’s appreciation for her hard work in navigating MHSLA business over the last year. • President Joan Emahiser handed the MHSLA Presidential Gavel to Jennifer Barlow and officially pronounced Jennifer as the new MHSLA President for year 2004-2005. • Jennifer presented an acceptance speech.
<p>Adjournment Joan Emahiser</p>	<p>With no further business to discuss, President Joan Emahiser banged the Gavel to signify the adjournment of 2004 MHSLA Annual Business Meeting.</p>