

**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION**

**30<sup>th</sup> ANNUAL BUSINESS MEETING**

**October 16, 2003**

**Frankenmuth, MI**

**1. The meeting was called to order by President, Alexia Estabrook at 10:00am.**

**2. President's remarks:** Alexia welcomed those in attendance, and thanked the Committee Chairs and Board members for their work over the past year.

**3. Mary Hanson read the standing business rules.**

**4. Minutes of the 29<sup>th</sup> Annual Business Meeting** were reviewed. Arlene Weismantel noted that there were minor misspellings. Alexia asked that minor misspellings be given to the Secretary. There being no other corrections, Diana Balint moved that the minutes be accepted, Mary Jo Wyles seconded the motion and the motion was carried.

**5. Alexia asked that members review the Executive Board Decisions** and give any questions to any member of the Board.

**6. Treasurer's Report:**

Janet Zimmerman presented the annual Treasurer's report. As of August 31, 2003 the total balance of MHSLA's account is \$47,756.36.

Janet called for questions, there were none. Doris Blauet moved the Treasurer's report be accepted as given, Betty Marshall seconded the motion. And the motion was carried.

**7. Archivist Report:**

Maureen Watson reported that Archives continue to grow. She noted that there is a poster on "MHSLA History: Marking 30<sup>th</sup> Anniversary". She asked that members remember to give items to the Archivist and remember to label the pictures.

Mike Simmons asked if digital pictures could be submitted. Maureen noted that she already had some digital pictures and stated that they would be transferred to CD.

## **8. Standing Committee Reports:**

**Audit Committee:** Alexia noted that the Audit Committee's Report is on the MHSLA Web site. She stated that Patty Scholl could not be present. She suggested that questions could be addressed to any Board Member.

**Bylaws Committee:** Mary Hanson noted that the Committee met by phone and e-mail, and was charged with reviewing and revising major sections of the Bylaws. She noted that six motions will be presented. Alexia thanked Mary and her Committee members.

**Conference Planning:** Joan Emahiser thanked Preet Rana & Cheryl Putnam for their work and asked them to present their reports.

**Education:** Preet - Thanked Joan for her organization. She stated that the Conference contained a strong program this year, that there was learning and fun to be had. She thanked members of Education Committee by name. Preet also reported that the Support staff workshop on Ariel was held on May 21, at MSU. She noted there were two parts: "How to use", and "How to set up and troubleshoot". She reported Positive feedback and that the workshop was paid for by NLM grant funds. Preet thanked Maureen Watson for organizing the workshop.

The Committee also issued three scholarships. The two student scholarships went to students from Wayne State University, Cheryl Has-Ganson and Lousie Ochoa. There were no applicants from the University of Michigan. The Membership scholarship went to Alison Gorzinski-Fountain. Preet thanked Committee members, Local Arrangements and Past Chair Diane LaBarr for their help

**Local Arrangements:** Cheryl Putnam thanked members of the Committee and Local Group. She stated that there were 73 attendees, 17 vendors.

**Membership:** Susan Kendall reported that there were 104 personal memberships and 69 institutional members. There was one non-paying membership for the Library of Michigan for archiving our newsletter.

**Nominating Committee:** Barb Platts thanked members of her committee. She reported that the Committee met by conference call & e-mail. She reported presenting the slate to the Board at the May meeting. The Committee counted the ballots, 63 were received.

**Publications Committee:** Arlene Weismantel thanked her committee members. She reported the Committee produced 3 issues of news, updated Web site, maintained the listserves, and produced membership lists.

**Resource Sharing:** Sandy Swanson reported that the Committee produced the MISHULS list. She noted 35 copies were sold. She thanked members of the Committee. Sandy noted that the Committee met by e-mail. She reported that the survey not done but will be in next year. Sandy reported that the ILL statistics were collected by Marge Kars. The Committee also organized the NetLibrary 750 e-books to be added at a cost of \$50,000 provided by an NLM grant. She asked members to see the display in poster sessions. Sandy said that the Committee presented the project at the Midwest Chapter meeting in Indianapolis. She noted that the Committee is reorganizing STAT!Ref for renewal.

**Technology Committee:** Mike Simmons reported on behalf of Harvey Brenneise. He indicated that there was no report on the Web. Mike said that the Technology Committee

worked on STAT!Ref and two grants, one still out for approval. He will contact MPHI regarding status of part II of the grant.

**Ad-Hoc Group Purchasing Committee:** Joan Emahiser noted that the annual report is on the Web. She stated that they are starting with charge and guidelines, and that more work will be done. Joan reported that the committee met a couple of times to pull committee structure together, but that it will take time.

Marilyn Kostrzewski moved that the committee reports be approved as given. Mike Simmons seconded the motion and the motion was carried.

## **9. Local Group Reports:**

**ERHSLA** – Cheryl Putnam thanked members of the local group that hosted the Conference this year. Doris Blauet will be the new representative.

**GMR:** Arlene Weismantal reported that NN/NLM continues to host MHSLA Web site free. Arlene noted that her report is on the Web. She noted that there are several funding opportunities on the GMR site, and suggested members go to the Web site and review them. Arlene stated that there is grant funds for upgrade technology, outreach to consumers, and to pursue educational opportunities.

**MACHIS:** Alexia stated there was no report; that the group is in the process of folding.

**MDMLG:** Diana Balint reported that she had submitted reports to the Board. She noted that – Marilyn Kostrzewski from Oakwood would replace her as Local Area Representative for 2004.

**M-MHSL** - Sheila Bryant reported that the group met three times, concentrating on bylaws and program planning. Sheila announced that Arlene Weismantel is the new President, and that Sheila is the new Secretary. John Coffey will take over as Representative. The group sponsored two teleconferences at MSU and hosted a grant writing workshop at Sparrow. They are planning a PowerPoint train-the-trainer workshop for spring 2004.

**NMHSLG-** Barbara Platts reported for Susan Wischman. She noted Ann Foster Northern Michigan moved into her new library and has survived nursing strike. She reported that Munson continues to implement digital library grant. Chris Allen has created a poster regarding outcome evaluations in consumer health education. The group presented PubMed and Ovid training, and hosted HIPAA and health literacy teleconferences, and one on “the Patriot Act”. She stated that Munson continues collaborating with Traverse City District Library on the “Making of Michigan” Project.

**UPHSLA:** no report

**WMHSLA-** Maureen Watson reported that their group met three times. Their first meeting was a teleconference on HIPAA at Butterworth. The second involved the teleconference on Health literacy at Borgess. Just recently they met at the hotel where they will host 2004 Conference in Kalamazoo. Maureen thanked Carol Aebli for putting a poster together about Kalamazoo for the 2003 conference. Maureen noted that the hotel gave the group one free night hotel stay at Radisson that they will raffle off at this Conference.

Doris Blauet moved that the Local Area Group reports be accepted. Pat Wolfgram seconded the motion, and the motion was approved.

## **10. Bylaws Revisions:**

Mary Hanson presented Bylaws revisions recommended by the Executive Board. (see attached pink sheets) She noted that except for minor language changes, the motions were organized into six sections.

Duties of officers - President - include a third part - upon completion of term office – immediate past president will be voting member.

Mary called for questions:

Diane O’Keefe suggested a separate section be added to the Bylaws that would be specific to the Immediate Past-President position. Mary indicated that such a minor change could be made.

Alexia called for discussion:

LeaAnn McGaugh moved the change be accepted as stated. Betty Marshall seconded the motion, and the motion was carried.

2. Under “Appointed officers” - GMR state representative shall be appointed for one-year term. The GMR representative will represent MHSLA at meetings of the GMR, shall serve on committees as assigned by the GMR and shall report to the Board and general membership.

Mary Jo Wyels moved that the change be accepted as made. LeAnn McGaugh seconded.

Discussion: Ellen O’Donnell questioned the change regarding appointment for consecutive terms. Alexia stated in terms of officers there shall be no consecutive terms, but in the case of the Archivist they may be elected year after year.

Alexia called for a vote and the motion was carried.

Regarding elections. The Nominating Committee had a lot of questions - these changes clarify what is expected.

Alexia called for motion. Joan Emaheiser moved that the changes be accepted. Doris Blauet seconded the motion.

Alexia called for discussion – none was offered.

The motion passed.

4. This motion affects quorum for business meetings. Propose from 25 members to 25% of membership as determined by the paid members 7 days prior to meeting in order to better reflect membership.

Alexia called for motion

LeAnn moved that the change be accepted as given. Preet Rana seconded the motion.

Alexia called for discussion:

Betty Marshall asked if votes will be counted for Institutional and Personal memberships and asked if dual memberships have two votes. Alexia stated that this was correct. Dual memberships would have two votes.

LeAnn McGaugh asked if we would have met the quorum if the motion had been in place today. Alexia noted that we would have today.

Ellen O'Donnell noted she was concerned that members would feel that they have to come to Conference. She noted that the number has to be achievable.

Alexia stated that the Board tried to strike a balance and wanted it to be representative of the membership. She noted that if the group runs into problems, it may encourage people to attend.

LeAnn stated that we want to be sure that the number is reasonable for a quorum to be achievable at meetings.

Alexia noted that members will need to sign in, and that it will also be a way to confirm who attended.

Marilyn asked what the lowest attended conference was.

Dina Mein - at time we set the number 25 there were only 90 members, the number 25% of membership is appropriate.

Betty Marshall noted she had attended all the conferences and noted we never have had less than 60 including the one-day conference.

Judy Barnes noted that dual membership would also add to the number of voting members.

Ellen O'Donnell asked why not 25 or 25%? Alexia noted that the Board did discuss that.

Alexia called for a vote, and the motion was passed.

5. Invitations to annual conference, the conference is hosted by each area group site, and is rotated with the site announced at annual business meeting.

Mary noted that this just codifies that the local group does the job they already do.

Mike moved that the change be accepted. Betty Marshall seconded the motion.

Alice Fountain wanted to know how the rotation was decided. Mary said that it was a set rotation. It is not reflected in the bylaws so that it could be switched when necessary.

Preet suggested adding the word "an" to area group. Mary will make the change.

Sharon Williams suggested that section b could be a; i.e. reverse the two. Mary will include the changes.

Mike amended his motion to include the changes.

Alexia called for a vote and the motion was carried.

6. Mary indicated that several things were inserted for clarity. These included the abbreviation of the name MHSLA. Elimination of the word “executive” for the Board. Use of the term Chair, rather than chairman.

SEE ATTACHED BYLAWS WITH REVISIONS INCLUDED.

LeAnn McGaugh moved that the changes be accepted as given. Mike Simmons seconded the motion and the motion was carried.

Alexia thanked Mary and her committee.

Mary noted that she will post the new bylaws to the Web with the minor errors fixed within 30 days.

**11. Old Business:** none.

**12. New Business:**

Maureen Watson presented the invitation to 31st MHSLA Conference, October 13-15, 2004 Radisson Hotel in Kalamazoo.

Drawing: Free night's stay. Won by Diane Gardner.

**13. Election Results:**

Alexia announced that there was a problem with the election. She stated that dual members only received one ballot and the error was not detected until the votes were counted. In the case of President, there are 15 dual memberships and the spread was 16. This means that even if the 15 members with dual membership voted for the other candidate, the election would have the same result.

There was only one candidate for Secretary, which means there are no problems.

Alexia noted that in the case of the Nominating Committee 15 votes could make difference. She noted that the Board is talking with candidates to determine if they object to having the election stand as is. If they do not agree, the election of the Nominating Committee will be held again.

LeAnn McGaugh moved that the membership accept the Boards solution. Mary Jo Wyels seconded the motion.

Discussion: Mary Jo suggested that it would safe to assume that the 15 dual members will vote the same. Alexia, said yes, but that it is not known that all 15 had turned in their ballots in the first place.

Alexia called for a vote, and the motion was carried.

Barb Platts announced result of election for President and Secretary.  
President-elect is Jennifer Barlow and Secretary is Yvonne Boudreau.

Barb thanked the candidates for running.

Alexia introduced Joan Emahiser as president.

Joan gave Alexia her thanks and the presidential plaque.

Joan thanked Alexia for her guidance and in particularly Preet and Cheryl for their work on the Conference.

Joan thanked MHSLA for the opportunity.

She noted that MHSLA looks like it is at a crossroads with new opportunities, such as group purchasing. She stated that her first goal will be to find a permanent home for ad hoc committee. She will be looking at a five-year strategic plan. We are changing what we do and how we do it. There are fewer institutions in the organization. Another of her goals is the reconstruction of the procedures for the committees so that problems do not occur again.

There being no further business to discuss, the meeting was adjourned at 11:20.am.

Respectfully submitted,

Judith A. Barnes,  
Secretary