



EXECUTIVE BOARD MEETING
HILTON INN
KALAMAZOO, MICHIGAN
NOVEMBER 5, 1986

Affiliated Groups

- Flint Area Health Sciences Library Network
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- South Central Michigan Health Sciences Libraries Association
- Thumb Area Medical Information Consortium
- Upper Peninsula Health Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Libraries Association

PRESENT

- Lynn Sorensen Sutton, President-Elect, Conference Planning Committee Chair
- Sharon Phillips, Secretary
- Mary Hanson, Past-President
- Bonnie Swegles, Education Committee Chair (outgoing)
- Yvonne Mathis, Education Committee Chair (incoming)
- Diane O'Keefe, Publications Committee, MDMLG Rep.
- Marge Kars, WMHSLA Rep, Local Arrangements Committee
- Carole Gilbert, Outgoing Secretary, SLA Rep.
- Marilyn Schleg, FAHSLN Rep., Nominating Committee
- Bill Nelton, Outgoing Treasurer, Archivist (incoming)
- Dina Nameth, Survey Committee Chair

I. INTRODUCTIONS AND REMARKS

Lynn Sorensen Sutton, President-Elect, chaired the meeting in the absence of Stephanie John, who could not attend because of illness. Incoming and outgoing Board Members and Committee Chairs were introduced.

II. MINUTES

Minutes from the following meetings were reviewed and accepted as corrected:

- Annual Business Meeting 10/8/86
- Executive Board Meeting 10/7/86
- Executive Board Meeting 9/10/86

III. ANNOUNCEMENTS

The position of Library Director at St. Joseph Hospital in Flint is now open. Bonnie Swegles is accepting a position at Mercy Hospital in Port Huron.

IV. TREASURER

The current treasury balance is \$12,914.53. The expenses from last month's Conference in St. Clair have not yet been finalized. Bill Nelton will review all figures from the conference and report further at the next Board meeting.

V. COMMITTEE REPORTS

Archives

- 1) Bill Nelton is in the process of assuming duties from Helen Howley Steele. He reminded the Board and Committee Chairs that there is now a checklist of materials which should be followed in sending items to the Archives. The checklist will be distributed to the Committee Chairs with this meeting's minutes. Items can be sent to Bill, or brought to the Board meetings.
- 2) The idea of exhibiting the Archives at the annual conference was discussed.
- 3) The Board confirmed its decision to present Helen Howley Steele with a Gift Certificate and Plaque of Appreciation. Stephanie John will be asked to pursue this further.

By-Laws

The Revised By-Laws containing the recently approved changes were distributed. After review and discussion, it was felt that several areas of the By-Laws need to be re-examined. These areas include elections, appointment of Board Liaisons, ex-officio status of Committee Chairs on the Board, and affiliations with other organizations. Board members also suggested that the Constitution, which was written in 1978, be reviewed.

Education Committee

- 1) Bonnie Swegles, outgoing Chair, is awaiting final reimbursement requests from a few of the speakers in order to complete the financial portion of her report on the Conference. A final financial report should be ready by December.
- 2) Some additional members will be needed to complete the 1987 Education Committee roster. Yvonne Mathis, incoming Committee Chair, will consult Stephanie John to address this before the next Board meeting.

Interlibrary Loan Committee

No report.

Local Arrangements 1986

Lynn Sorensen Sutton is completing the Final Conference Report, which will be submitted at the next Board meeting. Final registration totals were distributed. Lynn is compiling a Local Arrangements Manual which will be made available to the 1987 Local Arrangements Committee.

Publications Committee

Diane O'Keefe, incoming Committee Chair, is developing a schedule of deadline dates for the newsletter; choosing a new printer; and re-examining the newsletter mailing list. Additional committee members are needed.

Technology Committee

No report.

Union List Committee

No Report.

Ad-Hoc Survey Committee

Dina Nameth informed the Board that MLA is working on a hospital library survey, which will be done next year. There followed a discussion as to whether MHSLA should pursue a separate survey, or simply participate in the MLA survey. The Board preferred the idea of doing a separate MHSLA survey, while keeping in touch with the MLA committee's work. At the next Board meeting Dina will propose written goals for the survey, along with a time line.

Ad-Hoc Grants Committee

No report.

VI. COMMITTEE APPOINTMENTS

A list of Committee Chairs for 1986-87 was distributed. Mary Hanson moved and Marilyn Schleg seconded, approval of the Committee Chair appointments. Motion passed.

VII. REVIEW OF BOARD MEMBERSHIP AND OTHER APPOINTMENTS

Local Group Representatives

The Roster of 1986-87 Officers and Local Area Representatives was reviewed. Names of Representatives and terms of office are still needed for the following local areas: Mid-Michigan, Northern Michigan and Upper Peninsula. Stephanie John will be asked to contact these groups before the next Board meeting.

State Council Committee Representatives

A review of the By-Laws revealed that local group representatives to the State Council are appointed by the local group. The State Council Representative to the RML Regional Council is elected by the State Council Committee. Mollie Lynch is currently serving in that office. Carol Graham is presently serving as Chair of the State Council. She will be contacted by Stephanie John for a roster of State Council representatives.

Board Liaisons to Committees

1) Board Liaisons to committees were identified as follows:

Secretary	By-Laws and Publications Committees
President-Elect	Conference Planning, Education and Nominating Committees
Treasurer	Union List, Interlibrary Loan and Conference Planning Committees
President	Ad-Hoc Grants, Ad-Hoc Survey and Technology Committees

2) Subsequent discussion resulted in agreement that the By-Laws Committee should be asked to clarify:

- 1) the function of and need for Board Liaisons; and
- 2) attendance at Board meetings by Committee Chairs, and their ex-officio status on the Board.

VIII. ELUCIDATION OF POLICIES

- 1) Approval of MHS LA payments - Past practice has been for the Treasurer to pay bills which have been budgeted and approved by the Board, without seeking specific approval. Formal budgets, except for the Conference budget, have not been required.
- 2) Elections procedures - The By-Laws Committee will be asked to study the elections procedures with a specific concern for the timing of ballot counting and notification of candidates. Consensus was that it would be preferable to count ballots and notify candidates before the annual conference, so that newly elected officers could be invited to attend the Board meeting held at the Conference.
- 3) Removal from Board for non-attendance - According to the By-Laws, this policy applies to elected officers only.

IX. LONG RANGE PLANNING

The Board reviewed the preliminary draft of the Long Range Planning document, produced in conjunction with the October 21 informal planning session. Comments were recorded by Lynn Sorensen Sutton; further discussion will take place at the next Board meeting.

X. MHS LA POLICY & PROCEDURE MANUAL

On behalf of Stephanie John, Lynn Sorensen Sutton introduced the proposal that MHS LA committees develop a policy and procedure manual which would contain committee charge, job descriptions, lists of duties, procedures, etc. This manual could be kept up and passed along from Committee Chair to Committee Chair. Committee Chairs will be asked to comment on this at the next Board meeting.

XI. 1989 ANNUAL CONFERENCE

Dates for the 1989 Conference were proposed as September 13-17 at the Grand Hotel, Mackinac Island. The hotel has offered a room rate of \$100 per person, including room and meals. It was noted that MLA will be meeting in Detroit in May 1990. Further discussion will be needed to determine how this will affect MHS LA's 1990 conference. Marge Kars moved and Carole Gilbert seconded acceptance of the 1989 Conference dates. Motion passed.

XII. AFFILIATION WITH OTHER GROUPS

HIRA and MIDBUG have expressed interest in affiliating with MHSLA. Examples were given for how an affiliation could work. These included: a column in the MHSLA Newsletter; co-sponsoring of a program at the MHSLA annual meeting; and sharing of mailing and membership lists. It was agreed that the following actions would need to be taken in order for the Board to make a decision.

- 1) The By-Laws Committee would have to review the impact of affiliation on MHSLA's governing structure.
- 2) HIRA and MIDBUG should be asked to submit written proposals describing how the affiliation would work.

XIII. BOARD MEETING DATES FOR 1987

A Timetable for 1986-87 was distributed.

XIV. NEXT MEETING

The next Board meeting will be held on Friday December 5, at 10:00 AM at the Michigan Department of Public Health in Lansing.

XV. NEW BUSINESS

- 1) Several Board members expressed concern that an informal Board meeting was held on October 21, without the knowledge of the entire Board. In the future the Board would like to be informed of plans for such meetings, and all Board members should be given an opportunity to attend.
- 2) Concern was expressed regarding comments made in a recent letter to the Board from the President. Consensus was that all official comments made on behalf of MHSLA should be expressed in appropriate, business language.
- 3) It was suggested that future Presidential remarks made at the business meeting be recorded on audio-tape. Marge Kars, 1987 Local Arrangements Chair, will pursue this.

XVI. ACTION STATEMENTS FOR NEXT MEETING

1. Bill Nelton will review all figures from the conference and report at the next meeting.
2. Stephanie John will
 - 1) follow up on Gift Certificate and Plaque of Appreciation for Helen Howley Steele.
 - 2) confirm local area representatives from Mid-Michigan, Northern Michigan and U.P. groups.
 - 3) contact Carol Graham, State Council chair, to obtain a roster of State Council representatives.
3. Yvonne Mathis will consult with Stephanie John to complete Education Committee appointments.
4. By-Laws Committee will be asked to examine the By-Laws in the following areas:
 - 1) Elections
 - 2) Board Liaisons & ex-officio status on Board
 - 3) Affiliations with other organizations i.e. HIRA, MIDBUG

By-Laws Committee will also review the Constitution.
5. Bonnie Swegles will finalize duties relating to the 1986 Conference:
 - 1) Present final report at next Board meeting.
 - 2) Obtain attendance list from the Technology class.
 - 3) Obtain breakdown of paid registrations from the Herbert White CE class.
6. All Committee Chairs will
 - 1) Be prepared to discuss idea of developing a committee manual.
 - 2) Review the Archives Checklist and submit appropriate items to Bill Nelton.

7. Mildred Kingsbury will be asked to pursue arrangements with the Grand Hotel for the 1989 Conference, September 13-17.
8. Marge Kars, 1987 Local Arrangements Chair, will pursue audio-taping of verbal remarks made by the President during the annual business meeting.

XVII. ADJOURNMENT

The meeting was adjourned at 2:00 pm.

Respectfully submitted,



Sharon A. Phillips
Secretary