



EXECUTIVE BOARD MEETING
INGHAM MEDICAL CENTER
LANSING, MICHIGAN
DECEMBER 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

- Stephanie C. John, President
- Lynn Sorensen Sutton, President-Elect
- Sharon A. Phillips, Secretary
- Carol Graham, Treasurer
- Bill Nelton, Archivist
- David Keddle, Union List Committee, MMHSL
- Yvonne Mathis, Education Committee
- Mary A. Hanson, Past-President
- Marge Kars, Local Arrangements Committee, WMHSLA
- Hildegard Joseph, By-Laws Committee
- Dina L. Nameth, Ad-Hoc Survey Committee
- Diane M. O'Keefe, Publications Committee, MDMLG
- Marilyn Schleg, Nominating Committee, FAHSLN
- Judy Coppola, Ad-Hoc Grants Committee

I. OPENING REMARKS

Stephanie John outlined MHSLSA's general goals for the year, emphasizing the need to move toward formalizing the budget process, and development of an MHSLSA manual which would outline policies, procedures, etc. The ideas for an Advocacy/Community Relations Committee and Awards Committee will receive further consideration this year, but will not be acted upon.

Stephanie further clarified the purpose of the October 21 meeting, which had caused concern among some board members. This meeting was intended simply to discuss goals and objectives for the year. Future board meetings will include all board members.

II. INTRODUCTIONS

Board members and committee chairs were asked to introduce themselves and identify their role in the meeting.

III. MINUTES

Minutes from the November 5 board meeting were accepted as corrected. Marilyn Schleg moved, second by Marge Kars.

IV. COMMITTEE REPORTS

Treasurer

Bill Nelton reported the current balance as \$13,946.70. The expenses from the October conference have not yet been completely paid, but this should be finalized within the next three weeks. 65 copies of MISHULS have been sold, 38 paper and 27 fiche.

By-Laws

1. The committee will propose a revision to the election procedure to permit counting of votes and notification of candidates several weeks before the October meeting.
2. Lengthy discussion took place regarding the role of board liaison. Appointing board liaisons to committees was originally intended to maintain communication with the committee chairs, who were not expected to attend the board meetings. Now that committee chairs are attending the meetings, the necessity of appointing liaisons has been questioned.

Consensus was that board liaisons probably could be dropped, and that committee chairs should be expected to attend board meetings, or to submit a written report. The By-Laws Committee will propose appropriate changes.

3. The question of affiliation with groups such as MIDBUG and HIRA was discussed. Hildegard Joseph explained that the present wording of the By-Laws is intended to permit MHSLA to affiliate with outside groups, such as Michigan Hospital Association. Through discussion, it was agreed that no By-Laws change would be necessary; the MHSLA Policy & Procedure Manual would be an appropriate place to formalize the benefits of membership and affiliation. The idea of establishing a board liaison to groups such as HIRA and MIDBUG was also suggested. Stephanie John will follow up on these ideas, and also will pursue further discussion with HIRA and MIDBUG.

1986 Conference Planning

Lynn Sorensen Sutton submitted the following: Post-Conference Evaluation Report; Final Conference Report; Conference Committee Manual (to be distributed at the Conference Planning Committee meeting).

The 1987 Conference Planning Committee is presently organizing its work; more specific planning will take place after the Education Committee identifies speakers and a theme.

Education

The committee will meet for the first time next week. Yvonne Mathis projected a \$6,000.00 budget for speakers for the 1987 conference. Since the 1986 conference probably will lose money, the board considered whether registration fees should be raised in 1987. This question will be given further consideration, although there was strong support for maintaining high quality speakers at the annual conference.

Yvonne asked for suggestions for topics and speakers. Interactive management was mentioned as a potential topic, either as a session or as a CE Course. There was also a suggestion that the speakers be sent a letter describing the MHS LA audience level to insure that presentations will be aimed at appropriate levels.

Ad-Hoc Grants

Minutes from the first Grants Committee meeting were distributed. The committee intends to send out a survey to the membership asking for an indication of interest in the tele-fascimile grant, and also requesting specific institutional information, i.e. number of residents, etc.

MHS LA will need to appoint a fiscal agent for the grant. Both GRMRLN and MLC have expressed interest in serving in this capacity.

Interlibrary Loan

Doris Blauet is serving as interim committee chair while Caryl Scheuer is ill. Caryl is expected to be back in January. The ILL Committee will be working with the Union List Committee and also with the MDMLG ILL/Union List Committee to coordinate DOCLINE training and address related ILL issues.

Local Arrangements

Marge Kars reported that all sub-committees for the 1987 conference have been appointed. Arrangements have been finalized with the Hilton Inn, and further plans will be made in January.

Publications

The committee membership has been completed. A newsletter will be coming out soon. Lengthy discussion which took place regarding membership renewal resulted in agreement on the following plan: The forms will be mailed out separately from the newsletter. Carol Graham, Treasurer, will send out the renewal form, which will be a two-part form. Stephanie John will send the mailing labels to Carol. Carol will retain one copy of the completed form, and send the other copy to the Publications Committee for inclusion in the MHS LA Directory.

Technology

Mollie Lynch is chairing the committee. The technology survey will be absorbed into the MHS LA survey being developed by the Ad-Hoc Survey Committee.

Union List

Dave Keddle reported on the MISHULS products. 65 copies, 38 paper and 27 fiche, have been sold. Four pages were discovered missing from the latest copy of MISHULS. Since OCLC could not provide the missing pages, OCLC will probably provide MHS LA with a free list. Dave will go through the new list to make sure the list is complete.

The board unanimously agreed that OCLC should be responsible for the content and the completeness of the list. MLC will write a letter to OCLC in support of MHS LA's position.

Lengthy discussion took place regarding implementation of DOCLINE. Problems with DOCLINE training and resulting ILL traffic are expected. Only half of MISHULS institutions are participating. The ILL Committee, Union List Committee, and MDMLG ILL/Union List Committee will be asked to collaborate on addressing these matters.

Ad-Hoc Survey

Dina Nameth distributed proposed objectives and a timetable for the MHS LA Survey. These were reviewed and accepted by the board.

The committee will meet on January 16 to develop a preliminary list of survey topics. This list will be presented at the next Board meeting.

V. REVIEW OF CONSTITUTION

Stephanie distributed copies of the MHSLA Constitution and asked board members to review it.

VI. AFFILIATION WITH OTHER GROUPS

After brief discussion it was agreed that MHSLA should develop a policy describing the benefits of membership and affiliation. This policy will be included in the MHSLA Policy & Procedure Manual.

VII. OLD BUSINESS

1. Stephanie John asked the Treasurer to notify the President of any committee chairs who have not renewed their membership by February 1.
2. Carol Graham submitted a roster of State Council representatives.
3. Stephanie distributed a letter from the Grand Hotel on Mackinac Island quoting specific rates for the 1989 conference. Stephanie John will send a letter of commitment to the Grand Hotel to finalize the preliminary arrangements.
4. Stephanie displayed the plaque which will be presented to Helen Howley Steele.
5. An updated committee list was distributed.

VIII. NEW BUSINESS

1. The board discussed communication between the board and the local groups. The presidents of the local groups were reviewed as follows:

WMHSLA	Marge Kars
MMHSL	Beth Heinlen
MDMLG	Ellen O'Donnell
FAHSLN	Doris Blauet
N.Mich.	Kay Kelly (?)
TAMIC	Bonnie Swegles (?)

The board discussed the benefit of sending board minutes to the local group presidents. After discussion there was agreement that the local group representatives should be responsible for communicating with their own local group president, and that it should not be necessary for MHS LA to send them minutes.

2. HIRA has requested that HIRA members be allowed to attend the Media Festival, which HIRA co-sponsors during the annual MHS LA Conference, without paying the full conference registration. The request was made on behalf of those HIRA members who are not librarians and who are interested only in attending the Media Festival. Stephanie will discuss this further with Daria Shackelford, HIRA President, and the 1987 Conference Planning Committee will consider the logistics of implementing the idea. Further discussion will take place at the next board meeting.

3. There was a suggestion that MHS LA provide mileage reimbursement for committee chairs as a means of encouraging members to accept committee chair appointments. The board did not support this idea, while acknowledging that it is difficult to recruit committee chairs. It was felt that mileage reimbursement would be expensive and too complicated to administer effectively.

IX. ACTION STATEMENTS FOR NEXT MEETING

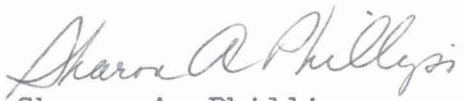
1. Stephanie John will:
 - discuss affiliation with HIRA and MIDBUG.
 - contact HIRA to pursue the issue of Media Festival admission for HIRA members.
 - send a letter of commitment to the Grand Hotel for the 1989 Conference.
2. Bill Nelton will write an article for the newsletter about Helen Howley Steele.
3. Dina Nameth will present a list of preliminary survey topics.
4. ILL and Union List Committees will get together with the MDMLG ILL/Union Committee to develop a cohesive plan of action for the year.
5. By-Laws Committee will work on By-Laws revisions as requested.

IX. NEXT MEETING

The board agreed on the following date and time for its next meeting: Wednesday, February 11, at 10:00 AM. The meeting will be held in Lansing, with the specific location to be announced.

Meeting adjourned at 2:00 pm.

Respectfully submitted,



Sharon A. Phillips
Secretary