



Executive Board Meeting

Michigan Dept. of Public Health
Lansing, Michigan
11 February 1987

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
Betty Crawford, VRHSL
Mary A. Hanson, Past-President
Bethany Heinlen, MMHSL
David G. Keddle, Union List Committee
Yvonne Mathis, Education Committee
Bill Nelton, Archivist
Diane O'Keefe, Publications Committee, MDMLG
Marilyn Schleg, Nominating Committee, FAHLSN
Lynn Sorenson Sutton, President-Elect
Dina Nameth, Ad Hoc Survey Committee

I. MINUTES

Minutes from the 5 December 1986 Board meeting were approved. Lynn Sutton moved; seconded by Marilyn Schleg.

II. TREASURER'S REPORT

Bill Nelton reported for Carol Graham. The final bill from the St. Clair Inn was \$3840.45. After it is paid, there will be approximately \$10,000 in the treasury. Carol has collected dues from 109 people. She has also received \$334 for MISHULS IV.

III. COMMITTEE REPORTS

Archives

Bill Nelton reminded everyone to keep sending materials to him. He also asked that pictures (black and white--not color) be taken of the committees at work.

He recommended that the project of gathering brochures, user guides, policies, procedures, etc. from individual libraries be postponed.

By-Laws

Lynn Sutton reported for Hildegard Joseph that the chairs of the Union List and Interlibrary Loan Committees have suggested changing the by-laws to combine those committees into one (perhaps call Document Delivery), which could have co-chairs, or one chair plus a sub-committee. Hildegard is working on the details. Stephanie will write an explanatory article for the newsletter.

Conference Planning

Lynn Sutton will analyze the budget and the actual expenses for the St. Clair conference. She expects to be able to explain the loss of \$3100 by April 1987.

Lynn reported for Marge Kars concerning the activities of the Local Arrangements committee. The committee met in January to get organized and to make definite work assignments. Since then, letters have been sent to prospective exhibitors; preliminary work has been done to maintain registration information in an IBM PC; gathering "trinkets" from the Chamber of Commerce and the Convention Center has begun; several possible logos have been roughly designed; a special event-- a cocktail reception at the Ladies Library Club has been tentatively arranged plus a block of tickets reserved for a civic theater performance. Plans are also being developed for tours of the Upjohn plant and the Corporate Technical Library. Due to the distance between Detroit and Kalamazoo and the ensuing planning difficulties, HIRA has declined the invitation to do another media festival.

The committee plans to meet again in March, at which time budget estimates will be complete. They would also like to know what the theme is--if indeed there is one. Stephanie would like the names of the sub-committee chairs.

Education

Yvonne Mathis reported that the theme for the 1987 conference would be "Expanding Horizons". She also reported a basic TENTATIVE schedule:

Tuesday NLM Update

Wednesday morning

aerobics by the pool (6 AM)

business meeting

survey report

keynote address - possibly Charles McClure from Syracuse University; topic would be "strategies management" (McClure could also do a workshop for another \$250, about output measures or evaluation)
cost - \$500

afternoon

searching management databases

basic library skills (June Cronenberg)

budgeting

Thursday morning

2 Canadians doing assertiveness and/or quality assurance

Penny Griffith - team building or time management

cost - \$750 all day, or \$500 half a day

contributed papers

afternoon

Thursday morning
 assertiveness and/or quality assurance - 2 Canadians
 team building or time management - Penny Griffith
 cost - \$750 all day; \$500 half day

Luncheon - Judy Halas
 either image of the librarian, developing cooperation,
 or time management
 cost - \$50 plus mileage

afternoon
 writing for publication (Dina Nameth)
 tours of Upjohn Corp. Tech. Library and the Upjohn plant

Friday CE courses
 Susan Feingloss - advanced MEDLINE
 Janet Watson - oncology searching

Interlibrary Loan

Dave Keddle reported for Caryl Scheuer. Training workshops for DOCLINE have been scheduled for 19 March at Grace Hospital in Detroit and 20 March at Munson Medical Center in Traverse City. Kim Goldman from GMRMLN will be the instructor. Lynn Sutton moved that MHSLA pay travel expenses; Marilyn Schleg seconded. Arrangements are being made to produce a video tape of one session. This tape would then be available for those unable to attend a session or for review.

Dave also reported that the committee is developing a survey of interlibrary loan activity. It will include general questions--bed size, number of FTEs, etc. The committee plans to review the interlibrary loan agreement and to determine what, if any, implications telefax will have on interlibrary loan activity.

Union List

Dave Keddle reported that MISHULS IV has several errors, mostly missing pages. Apparently OCLC is at fault, but refuses to accept responsibility. Because of the errors, MLC has agreed not to charge MHSLA. Dave moved that Stephanie write a letter (subject to Board review) of complaint to OCLC; Yvonne Mathis seconded. Anyone else wishing to write to OCLC should clearly specify any complaints/suggestions.

Dave also reported that 50 paper copies, and ^{were printed} 25 ^{were printed and are for sale.} fiche copies of MISHULS IV have been ~~ordered by participants in the union list~~; non-participants have ordered 100 paper copies and 50 fiche copies. MISHULS IV should be printed and ready for distribution by 17 March if no further problems arise.

Rya Ben-Shur is currently working on a F.I.L.S. connection to DOCLINE.

Publications

According to Diane O'Keefe, announcements and newsy tidbits for the newsletter should be sent to Lynn Coles. Helen Miranda and Bonnie Swegles are working on the directory and also hope to produce one mailing list. The directory will be printed in May. The deadline for the next newsletter is 17 April 1987. It will be mailed the latter part of April.

Technology

Dina Nameth reported for Mollie Lynch. The committee has not met, but they are working on several questions which will be incorporated in Dina's survey. They are also pursuing the possibility of establishing an equipment exchange.

Ad Hoc Grants

Stephanie reported that the questionnaire has been distributed, and that by 27 February, the letter of application and grant proposal will be submitted to the Kellogg Foundation.

Ad Hoc Survey

Dina Nameth reports that the committee is gathering questions from several existing surveys. They will meet 20 February to write the questions and organize a rough draft, which will be mailed to the Board for comment. Remaining steps in the process are:

- 21 May - final copy prepared
- 12 Jun - survey mailed
- 10 Jul - deadline for responses
- Jul - Sep - analyze data
- 11 Sep - final report prepared

One section of the survey will request sensitive information. To ensure confidentiality that part will be physically separated from the other sections.

IV. STATUS OF MHS LA TREASURY

Since there are ample funds in the treasury, Stephanie made several suggestions.

- 1) Purchase insurance for about \$200 annually. This would protect the organization and the Board members in the event of a lawsuit.
 - This was tabled.
- 2) Apply for tax-exempt status at the federal and state levels.
 - MHS LA already has federal tax-exempt status. Several attempts have been made to obtain such status from the state, but apparently we do not qualify.
- 3) Incorporate MHS LA, which would separate MHS LA assets from the assets of the Board members.
 - The Board decided not to pursue this.
- 4) Participate in the Library Video Network. They produce the Library Video Magazine, which is a quarterly, 1 hour tape. MHS LA should qualify for consortium rates, which would be lower than the regular \$200 fee.
 - Several libraries are currently receiving the Video Magazine. They will report on the quality later, and in the mean time, will probably loan tapes.

5) Hold a strategic planning retreat for the Board. This would be partially funded by MHS LA. The retreat would be a week-end affair--possibly Friday night to Sunday morning, or, all-day Saturday and Sunday morning.

- The Board is willing to participate in a retreat, but several members felt the general membership ought to be consulted. Stephanie will send a letter, outlining the plan, to the local group representatives, who can then discuss the proposal with their groups.

V. 1988 MEETING IN SAGINAW

Betty Crawford announced that the Valley Regional librarians are choosing a site for the 1988 conference. They are considering the Florentine Inn (Saginaw), the Bay Valley country club (near Bay City), the Sheraton (Saginaw) and the Frankenmuth area. They may also investigate some other sites.

VI. NEXT MEETING

The next MHS LA Board meeting will be 24 April 1987 in Lansing--probably at Lansing General. The Conference Planning committee will also meet then.

Meeting adjourned at 12:10 PM.

Respectfully Submitted,

Mary A. Hanson

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Acting Secretary