



Michigan Health Sciences Libraries Association

**EXECUTIVE BOARD MEETING  
LANSING GENERAL HOSPITAL  
LANSING, MICHIGAN  
APRIL 24, 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  
Lynn Sorensen Sutton, President-Elect  
Carol Graham Aebli, Treasurer  
Sharon A. Phillips, Secretary  
Bill Nelson, Archivist  
Mary A. Hanson, Past-President  
Marilyn Schleg, FAHSLN, Nominating Committee  
Bethany Heinlen, MMHSLA  
Diane O'Keefe, MDMLG, Publications Committee  
Kay Kelly, NMHSLG  
Marge Kars, WMHSLA, Local Arrangements Committee  
Hildegard Joseph, By-Laws Committee  
David Keddle, Union List/ILL Committee  
Yvonne Mathis, Education Committee  
Dina Nameth, Ad-Hoc Survey Committee

**I. MINUTES**

Minutes of the February 11, 1987 board meeting were approved with corrections. David Keddle moved; seconded by Marge Kars.

**II. TREASURER'S REPORT**

The Treasurer's report, showing a balance of \$12,832.35, was presented by Carol Graham Aebli, and accepted as written.

### III. ARCHIVIST'S REPORT

Bill Nelton is continuing to receive items from committee chairs and board members. He issued a reminder that he is interested in receiving photographs of MHS LA events and activities. It was noted that some MHS LA documents, such as the By-Laws, are stored on data disks. The board agreed that these are appropriate items for the Archives; Bill Nelton will obtain a disk storage box to retain these items.

### IV. COMMITTEE REPORTS

#### By-Laws Committee

Hildegard Joseph presented a draft of proposed changes to the By-Laws. The proposed revisions were discussed at length, resulting in the following changes:

- 1) The one-person slate was not approved.
- 2) Lynn Sorensen Sutton identified some inconsistencies with various parts of the By-Laws; these involve editorial changes which will be incorporated into the final draft of By-Laws changes.
- 3) Other parts of the By-Laws will undergo editorial reorganization to clarify meaning.

Other comments included:

- 1) The continuation of the MC/MLA Liaison Committee was questioned and discussed; no change was approved.
- 2) It was clarified that the Past-President does have a vote on the board according to the present By-Laws, even though this is an ex-officio position. Ex-officio means non-elected, not non-voting. Therefore, Article 3 of the By-Laws needed only editorial changes to more clearly state this.

Hildegard moved that the proposed draft be approved as amended for recommendation to the membership. Motion carried unanimously.

### 1986 Conference Planning Committee

Lynn Sorensen Sutton explained the overage from the 1986 Conference as:

1700.00	Boat Cruise
650.00	Captain's House
2350.00	Total

### 1987 Conference Planning Committee

The 1987 conference budget was distributed by Lynn Sorensen Sutton, and is attached. **The proposed registration fees were approved as presented, and are also attached. Motion by Lynn Sorensen Sutton, seconded by Kay Kelly.**

Lynn asked the board to consider discontinuing the Conference Planning Committee after this year. She felt the committee had become cumbersome and duplicative, since most issues relating to the conference now are discussed directly at the board meetings.

The Conference Planning Committee was originally intended to serve as a communication link between the Local Arrangements Committee, Education Committee and the board. The committee's other purpose was to assure state-wide input into the preparation of the annual conference.

After discussion, the board agreed that the Conference Planning Committee is no longer needed, since the Education and Local Arrangements chairs and the local area representatives all regularly attend the MHSLA board meetings. Instead, the President-Elect will coordinate activities between the Education Committee and Local Arrangements Committee.

### Education Committee

The Preliminary program schedule for the 1987 conference was distributed by Yvonne Mathis. Speakers are confirmed for the conference. The NLM Update will be on October 13 from 1:00 to 6:00 pm.

A call for papers will be publicized through a separately mailed flyer, through the newsletter and through contacts made by board members. The deadline for submission of papers will be August 1.



The CE courses, to be held on October 16, will be CE 454: Oncology, and CE 456: Advanced Online Searching. MLA CE credit will be requested for the Wednesday afternoon workshops.

The time of the Thursday afternoon session on grant writing was changed to avoid conflicting with the DOCLINE workshop, also to be held on Thursday afternoon. The DOCLINE session will consist of a panel including Kim Goldman, David Keddle, Caryl Scheuer and Jane Claytor.

Lunch on Wednesday will be free time. On Thursday, there will be a luncheon with musicians. No speaker is planned for the luncheon.

### ILL Committee

David Keddle reported on activities he is coordinating with Caryl Scheuer. Caryl is sending out packets with alphabetical lists of DOCLINE participants by LIBID and MISHULS code.

The Committee has been monitoring various technical problems in the DOCLINE system which are causing difficulties for Michigan DOCLINE participants. A major problem relates to incorrect routing of requests caused by MLC's method of showing holdings information. The MLC list does not show gaps in a way which is recognized by DOCLINE. The committee will report further developments on this as they occur.

Guidelines on the use of DOCLINE and the construction of cells are being developed. ILL Guidelines are also being revised. Grace Hospital made an audiotape of the DOCLINE workshops held there on March 20. This tape is available for loan to the MHS LA membership. The committee is also working on an ILL activity survey (statistics) and has suggested establishing DOCLINE user groups.

### Local Arrangements Committee

The committee met on March 27. All preparations are on schedule. Saunders will host the cocktail party to be held on Wednesday evening. The publicity flyer will be mailed out on May 12. The mailing list will include approximately 400 names.

The registration form is being developed on a computer. The procedure for checking workshop attendance was also discussed.

### Publications Committee

The Newsletter is on schedule. The next issue is going to print in mid-July; the directory will be out in May. Diane O'Keefe clarified committee assignments: announcements should be sent to Diane; Bonnie Swegles is handling the directory and mailing list (requests for mailing labels should be sent to Bonnie); Jean Monroe and Nancy Ward are writing the newsletter articles.

### Technology Committee

The committee is working with the Survey Committee on the automation section of the survey. Responses to the automation section of the survey will be published separately as a directory. Two articles have been published in the newsletter, and a telefax directory is being published.

### Union List Committee

30 copies, fiche and paper, of the union list have been sold and mailed out. Telefax numbers will be included in the new directory. The NLM DOCLINE tape will be ready to go by June 1. The cost will be \$650.00 for one year, which will raise the cost of the fiche by \$10.00.

### Ad-Hoc Grants Committee

David Keddle reported that there are now 34 participants in the grant. The deadline has been extended until May 1, with the final draft of the grant to be submitted by May 15. The fiscal agent for the grant will be MLC. There was some discussion about selection of the telefax equipment, with general agreement that a closed bid process should be used.

### Ad-Hoc Survey Committee

The final draft of the survey will be completed on May 8. Board members were asked to submit final comments before May 1. The survey will be mailed to the survey population the week of May 18, with a return date of June 12. Final results will be presented in October. A response rate of close to 50% will be needed for a survey of this kind.

The mailing list will include 225 to 250 institutions. The address sources will include the MHSLA and MDMLG directories, as well as sections from the AHA Guide and MHA mailing list. For institutions with no librarian, a brief, 2-page survey will be sent.

The survey will take over one hour to complete, and detailed instructions will be included. Automation, telefax, and AV directories will be produced from the results.

There was some discussion about the appropriate price to charge non-respondents who request copies of the survey results. After discussion, it was decided to wait until after the data analysis to determine what specific survey products should be offered, and what the price structure should be.

## V. OLD BUSINESS

1. Planning Retreat - Stephanie John presented a proposal for a planning retreat to be held later this year. The retreat would involve approximately participants including board members, committee chairs, and representatives. The projected cost is \$1400.00.

Discussion revealed that the local groups are generally in favor of this proposal. There were some questions by the board about the role of the survey in the MHSLA planning effort, and about when the retreat should be held. Consensus was that the retreat would probably take place after the annual meeting, sometime in November or December.

Kay Kelly moved support for the proposal as presented, with second by Marge Kars. Motion carried unanimously. Stephanie John will report further at the next board meeting.

2. Interact - There has been a change in the pricing structure of Interact, now permitting the requester to pay for all fees. It was noted that MLC has been seriously considering dropping Interact in favor of OCLC Link, a new product, which will soon be available.

3. MLA Strategic Plan - MC/MLA, at its latest board meeting in March, expressed concern with the MLA strategic plan. MC/MLA is asking for comments to be sent to Audrey Kidder, Chapter Council Representative, or to Holly Buchanan, MLA President-Elect.

4. 1988 Conference - The Valley Regional Group is considering the Sheraton as the site of the 1988 annual conference.



VI. NEW BUSINESS - none

VII. ACTION STATEMENTS FOR NEXT MEETING

1. Hildegard Joseph - By-laws to be revised as noted.
2. Stephanie John - report on Planning Retreat, and call Caryl Scheuer regarding LIBID's.
3. Dina Nameth - final survey draft to be mailed out.
4. Lynn Sorensen Sutton - committee appointment form sent to Newsletter for publication in July issue.
5. Yvonne Mathis - Call for papers to be included in the July Newsletter, and also sent out in a separate mailing.
6. Lynn and Stephanie - will get together to discuss the planning session.

VIII. NEXT MEETING

The next meeting will be held on Friday July 17 at Ingham Medical Center at 1:00 pm. All those interested in having an informal lunch before the meeting should contact Stephanie John by July 6.

Respectfully submitted,



Sharon A. Phillips  
Secretary