



EXECUTIVE BOARD MEETING
INGHAM MEDICAL CENTER
LANSING, MICHIGAN
JULY 17, 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
- Sharon A. Phillips, Secretary
- Carol Graham Aebli, Treasurer
- David Keddle, Union List Committee, MMHSL
- Mary A. Hanson, Past-President
- Marge Kars, Local Arrangements Committee, WMHSLA
- Dina L. Nameth, Ad-Hoc Survey Committee
- Diane M. O'Keefe, Publications Committee, MDMLG
- Marilyn Schleg, Nominating Committee, FAHSLN
- Mollie Lynch, Technology Committee
- Bethany Heinlen, MMHSL

ABSENT

- | | |
|---------------------|------------------|
| Bill Nelton | Hildegard Joseph |
| Mildred Kingsbury | Yvonne Mathis |
| Kay Kelly | Bonnie Swegles |
| Caroline Scholfield | Judy Coppola |
| Caryl Scheuer | |

I. MINUTES

Minutes from the meeting of April 24 were approved as submitted.

II. GROUP PHOTOGRAPH

The photograph of the Executive Board was deferred until a later meeting.

III. ANNOUNCEMENTS - None.

IV. TREASURER'S REPORT

The written report submitted by Carol Graham Aebli was accepted.

V. COMMITTEE REPORTS

Archives - no report.

By-Laws - no report.

1986 Conference Planning

Lynn Sorensen Sutton reported that the check from the University of Nebraska had been received for expenses from the NLM Update; she is still awaiting payment from Saginaw Health Sciences Library for the Captain's House.

Education

Lynn Sorensen Sutton reported on changes to the conference since the last board meeting. A revised conference schedule was distributed. Since NLM will no longer be conducting updates, the Tuesday slot will be devoted to an "Open Forum on MHSLA Issues." Helen-Ann Brown will be doing the Advanced Online CE Course.

Interlibrary Loan

David Keddle reported on a proposal developed by him and Caryl Scheuer, Union List Committee Chair, that the two committees be combined. This met with the approval of the board, and was referred to the By-Laws Committee.

A report summarizing current DOCLINE issues and recommendations was distributed and discussed. David verified that there will be a DOCLINE workshop at the Conference, with Kim Goldman still scheduled to be on the panel. The emphasis will be on the recommendations of the ILL and Union List Committees, and on guidelines for DOCLINE use.

The board authorized David to have OCLC send a new MISHULS tape to NLM to update DOCLINE if the cost is less than \$1,000.00.

Local Arrangements

Marge Kars reported that the hotel is currently assigning rooms for the meetings, and that other hotel arrangements are set, with no foreseen problems at this time. Pre-registration packets will be sent out the last week of July.

Although only 10 exhibitors have made arrangements to participate, many donations and contributions have been made. These donations will underwrite the cocktail party and printing of folders and programs. The local groups will be contacted and invited to display at the conference.

Nominating

Marilyn Schleg distributed the slate of candidates for this year's election, and moved approval. Motion carried.

Ballots will be mailed out by the Secretary before August 26, and will be due back (postmarked) by September 28, in accordance with the By-Laws required timetable. Ballots will be counted at the board meeting on Tuesday evening. Board members were instructed by Stephanie John to let Marge Kars know if they will be attending the meeting, so that she can arrange for the meal and room.

Publications

Diane O'Keefe reported that a corrected article will be published in the upcoming MHS LA News with corrected fax information. It was clarified that although the membership directory includes a list by institution, MHS LA has no institutional members.

Technology

Mollie Lynch reported that the Technology Directories will be distributed at the conference, and will be in the format of a 3-ring binder. She described the major features of the directory including: profiles by library; software and modems listed by type and in alphabetical order with holdings information; fax directory by code; glossary; list of DOCLINE users. It was suggested that the LIBID code list developed by Caryl Scheuer also be included.

The budget for the directory was presented as \$1600.00 for production of 125 copies at approximately \$10 each, and \$150 for the Nutshell software. David Keddle moved, Mary Hanson seconded, that the Board authorize expenditure of this amount. Motion passed.

The final discussion item relating to the directory was the distribution method. It was agreed that copies could be distributed at the registration desk during the conference, with extra copies available for purchase. Copies will be mailed to those who did not attend the conference.

People who filled out the MHSLA survey, but who are not MHSLA members will receive a free copy of the survey results as promised, but will have to purchase their copy of the Directory. A flyer announcing this will be included with their survey results.

A free copy of the directory will be provided to each institution with personal MHSLA members on staff. The Technology Committee will work with the Registration Desk staff to arrange a procedure for insuring accurate distribution.

The Telefax Directory will be published separately from the Technology Directory, and will be mailed out by mid-August in a separate mailing.

Ad-Hoc Grants

Copies of the grant proposal were distributed. Board members were asked to review the content of the draft and call Stephanie with comments by July 24. The corrected grant then will be sent to the typesetter with the final draft to be submitted by August. The board approved contracting for word processing of the grant.

If the grant is funded by Kellogg, the Technology Committee will be consulted regarding maintenance contracts for the equipment. The Grants, Technology and ILL Committees will meet jointly to coordinate efforts.

Ad-Hoc Survey

Approximately 219 copies of the survey were sent out on May 27, with 125 having been returned. Most were returned by the June 12 deadline. This return rate means that the results can be considered statistically significant.

The committee will meet next on August 21. Data analysis will cover 14 study topics, including: staff/vol. of service (ILLs, searches, circs per FTE); bed size/collection; bed size/library staff; institutional budget amount/library budget; head librarian salary/bed size - this probably will not be valid because some people did not fill in; title of library director/bed size.

Dina will give an overview of approximately 15 minutes at the business meeting, with more indepth analyses mailed out later. An indepth study of the results will be published. Consideration is being given to issuing a news release making the results available for purchase.

The results will be distributed at the registration desk at the conference, with copies mailed to those not attending. It was agreed that GMRMLN, the MLA Survey Committee, and HIRA (the AV portion) should receive free copies.

The possibility of repeating the survey every two years was discussed. Although there was positive support for this idea, no decisions were made.

VI. PLANNING SESSION/RETREAT

The board reviewed the letter written by Stephanie John to go out to the membership regarding the Open Forum. The retreat will be held at the Sheraton Fashion Square in Saginaw. Officers, board members, and new committee chairs will be invited. Thursday, November 12 through Friday, November 13 were tentatively chosen as the dates.

VII. 1988 CONFERENCE

Stephanie John requested authorization to sign a contract with the Sheraton Fashion Square for the conference in 1988. The hotel arrangements will include the American Plan. A deposit check will be required by October 30, 1987.

Marilyn Schleg moved, seconded by David Keddle, to authorize signing of the contract with Sheraton Fashion Square for the 1988 conference. Motion carried unanimously.

VIII. MC/MLA REPORT

The Midwest Chapter has requested input from its members regarding the MLA strategic plan. Input should be forwarded to Stephanie John or Lynn Sorensen Sutton, who represent Michigan on the Chapter board.

IX. COMMITTEE APPOINTMENTS/PRESIDENT-ELECT'S REPORT

The committee roster for the current year was updated and reviewed. Lynn Sorensen Sutton reported that the committee appointments for next year (1987-88) are in progress. A call for committee appointments will be repeated in the next newsletter. She plans to have a committee roster for the next board meeting.

She asked the board to consider the possibility of making committee appointments for multiple years in order to improve continuity and transition from year to year. The board will consider this further.

X. ANNUAL REPORTS

Stephanie John issued a reminder that annual reports should be completed by all committee chairs and officers. Reports should be sent to Stephanie by September 11 at the latest. Stephanie will send the originals to Mary Hanson for printing in preparation for the annual business meeting. When this is completed, Mary will send the originals to Bill Nelton for inclusion in the Archives.

XI. SECRETARY'S REPORT

Election ballots will be sent out by August 26, with returns due by September 28. Ballots will be returned to Stephanie John.

Sharon Phillips will check the supply of stationery and order a new supply if necessary.

XII. NEW BUSINESS

Marilyn Schleg mentioned the possibility of establishing a Data Trek users' group. She will consult with Marge Kars to see if a users' group meeting can be arranged during the MHSLA conference.

Mollie Lynch reported that the Regional Council will meet on July 24.

XIII. ACTION STATEMENTS

1. All Committee Chairs and Officers are to submit their annual report to Stephanie by September 11.
2. Sharon Phillips will send a copy of last year's business meeting minutes to Stephanie.
3. Sharon Phillips will mail out election ballots by August 26.
4. Board members are to inform Marge Kars if they are attending Tuesday night's board meeting during the conference so that she can make arrangements.

5. Mollie Lynch will mail the Telefax Directory in a separate mailing by mid-August.
6. Board members are to review the content of the Telefax Grant, and call Stephanie with comments by July 24.
7. Ad-Hoc Grants Committee will submit the grant by August.
8. Sharon Phillips will check the stationery supply and order more; she will also send Stephanie a copy of last year's annual business meeting minutes.
9. Marge Kars and Marilyn Schleg will investigate arrangements for a Data Trek users meeting during the conference.

XIV. NEXT MEETING

The next meeting will be held on Friday, September 11 at 11:00 am at Ingham Medical Center.

Respectfully submitted,

Sharon A. Phillips
MHSLA Secretary