



EXECUTIVE BOARD MEETING
INGHAM MEDICAL CENTER
LANSING, MICHIGAN
SEPTEMBER 18, 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~~
- Bill Nelton, Archivist
- Hildegard Joseph, By-Laws Committee
- David Keddle, Union List Committee, ~~MMHSL~~
- Marge Kars, Local Arrangements Committee, WMHSLA
- Diane M. O'Keefe, Publications Committee, MDMLG
- Marilyn Schleg, Nominating Committee, FAHSLN
- Mollie Lynch, Technology Committee
- Yvonne Mathis, Education Committee
- Judy Barnes, MMHSL*

ABSENT

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| Mary Hanson | Dina Nameth |
| Mildred Kingsbury | Caryl Scheuer |
| Kay Kelly | Bonnie Swegles |
| Caroline Scholfield | Judy Coppola |

I. MINUTES

Minutes from the meeting of July 17 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. A question was raised regarding transferring memberships. The committee agreed that if a hospital pays for an individual's MHSLA membership, and that individual resigns, the hospital may not transfer the personal membership to another individual, but must pay for another personal membership.

V. PRESIDENT-ELECT'S REPORT

Lynn Sorensen Sutton distributed the committee roster for the upcoming year. The Ad-Hoc Grants and Ad-Hoc Survey Committees will be dissolved, since these committees have met their objectives. Lynn will invite incoming committee chairs to the October board meeting, and also to the retreat.

Stephanie John moved, and Diane O'Keefe seconded, approval of the 1987-88 committee roster as submitted. Motion passed.

VI. COMMITTEE REPORTS

Archives

Bill Nelton distributed a revised checklist for submitting materials to the Archives. He will have an exhibit at the conference. He also issued a reminder that any photographs taken at the conference should be in black and white.

By-Laws

Hildegard Joseph reported that the By-Laws draft has been mailed out and will be discussed at the business meeting. An article describing the changes will appear in the next newsletter.

1986 Conference Planning

Lynn Sorensen Sutton reported that plans for the conference are proceeding well.

Education

Yvonne Mathis mentioned that all of the CE applications have been submitted, and they are awaiting the certificates. All other activities are proceeding on schedule.

Interlibrary Loan

David Keddle submitted the annual report written jointly with Caryl Scheuer. The DOCLINE panel will have two segments: one administrative portion and one portion intended for the actual users of the system.

DOCLINE User Group meetings are being scheduled by each local group. There are two currently scheduled, September 28 at St. Lawrence Hospital in Lansing, and October 8 at Hutzel Hospital in Detroit. The purpose of these meetings will be to disseminate and share information and identify problems.

MISHULS has arrived. The final touches are being made to the directory - LIBID and fax numbers will be included. It will go to the printer at the end of the month and the price will remain the same. The OCLC tape has been sent to NLM for updating, but ~~NLM~~ has not yet sent a bill.
OCLC

Local Arrangements

Marge Kars reported that 91 registrations had been received as of September 17, and that things are going well. Board members were reminded to inform Marge if they plan to attend the board meeting on October 13. Dinner will be \$12.00. A reply form will be added to the meeting announcement.

The registration desk staff will be handing out surveys and technology directories beginning Tuesday evening. One survey and one directory will given to each institution which has personal members. Plans have been made for a State Council meeting. There will be a Data Trek users meeting Thursday morning at 7:00 am at the Metropole restaurant. A notice announcing this will be posted at the registration desk, and there will be a notice in the upcoming newsletter.

Nominating

Marilyn Schleg reported that the ballot went out on schedule. The results will be counted Tuesday evening. Stephanie John will bring the ballots to the meeting. Candidates will be notified before the meeting if possible. The results will be announced at the business meeting.

Publications

Diane O'Keefe reported that the next newsletter is ready to go out, and publication dates have been set for next year. Bonnie Swegles will continue to handle the directory and mailing labels. Stephanie John will notify MHA to

discontinue handling our mailing list, since we no longer use their service.

Technology

Mollie Lynch distributed a mock-up draft of the Technology Directory. The Directory includes a glossary along with an index of telefacsimile codes by geographic area. The final directories will be sent to the printer on Friday, September 25. Costs for the directory will amount to \$749.00, not counting printing costs.

Union List

Dave Keddle has sent out the order form for the new MISHULS edition. Stephanie John moved, with second by Mollie Lynch, that the board approve funds to pay for postage, mailing, and updating of the MISHULS Directory. Motion carried.

The OCLC tape has been sent to NLM for updating of DOCLINE. NLM has not yet given us a price. Although the board has already agreed to pay for this, there has been no determination made as to how the cost will be funded.

Ad-Hoc Grants

Copies of the final grant proposal were distributed by Stephanie John. Diane O'Keefe suggested that the Grants Committee write up the process for publication.

Ad-Hoc Survey

Dina Nameth will present a 10 minute report at the business meeting. The committee is very pleased with the results. The price of copies of the results for non-participants will be discussed at the next board meeting.

VII. SECRETARY'S REPORT

Sharon Phillips is waiting for a mock-up from the printer of the revised stationery.

VIII. MEMORANDUM OF UNDERSTANDING WITH MHA

Stephanie will attend a meeting of the MHA Council of Affiliate Associations on October 1. She will remain the MHA contact person for MHS LA until June 1988.

IX. TASK FORCE ON INTERLIBRARY DEPENDENCY

Stephanie John will be attending a meeting of the Library of Michigan's Task Force on Interlibrary Dependency on October 6. Dina Nameth represents medical libraries on that task force. Barbara Kormelink is chairing a committee on Library Interdependency/Cooperation. Any questions or concerns regarding these topics should be addressed to Dina, Barbara or Stephanie.

X. FCC RULING ON TELECOMMUNICATIONS CHARGES

David Keddle moved, with second by Marilyn Schleg, that Stephanie John write a letter expressing MHSLA's protests over this ruling. Motion carried.

XI. PLANNING SESSION/RETREAT

Planning Session

Lynn Sorensen Sutton reported that 40 people are presently signed up for the planning session on October 13. Stephanie John described the format as follows. There will be 6 to 8 people assigned to each group. Each group will be assigned a board member and a recorder. Each recorder will take notes from the group's discussion. These notes will be written on a clip board, and will be turned in. The recorder will also report verbally on the group's conclusions. Comments from the verbal discussion will be recorded on a flip chart at the podium. The board members will be given a list of discussion items for starters to stimulate discussion.

Retreat

The Board Retreat will be held on November 12 and 13 at the Sheraton Fashion Square in Saginaw. The agenda will be as follows:

November 12:	1:00pm - 3:00pm	Board meeting
	3:30pm - 5:00pm	Planning
	5:00pm - 6:00pm	Cocktails
	6:00pm	Dinner
November 13	9:00am - 11:00am	Planning
	11:00am - 1:00pm	Lunch
	1:00pm - 4:00pm	Planning

There will 20 attendees, including incoming board members and committee chairs. The expenses of attendees will be paid as follows: 1 night's lodging (double occupancy), dinner Thursday night, and breakfast and lunch on Friday.

The board agreed that travel expenses to and from Saginaw would not be paid by MHSLA. However, an exception was requested in the case of Mildred Kingsbury, who must travel from the upper peninsula. Diane O'Keefe moved, and Mollie Lynch seconded, that the board make a special exception in view of the extreme travel distance involved, and approve funding of half of Mildred Kingsbury's air fare, the amount not to exceed \$250.00. Motion passed unanimously.

Retreat 1 time

The retreat will produce a written report, which will be presented to the membership.

XII. ANNUAL BUSINESS MEETING

Stephanie reviewed the agenda for the annual business meeting to be held on October 14. It was clarified that voting paddles will be required, and that the Registration Committee will provide them. It was also noted that MHSLA will be marking its 10th anniversary of existence. This event will be recognized at the Thursday luncheon.

XIII. NEW BUSINESS

State Council

Mollie Lynch mentioned that the State Council is not really functioning as envisioned, in that it does not appropriately channel feedback from the MHSLA membership. It was agreed that the present structure, in which the State Council is a committee of MHSLA, is ineffective. After some discussion, Stephanie John moved, seconded by Diane O'Keefe, board approval of the following course of action: 1) that Mollie Lynch and Carol Aebli approach NLM, recommending that the State Council be replaced by a structure in which the State Council Representative would be made a member of the MHSLA board; 2) assuming NLM'S approval of this first step, that the State Council hold its last meeting at the upcoming conference, as scheduled; and 3) that the issue be discussed further at the Board Retreat in November. Motion carried.

Mollie also reported that the Regional Council had written a letter to NLM, protesting NLM's decision to eliminate the NLM Updates, and requesting that one NLM Update be funded annually, with the Regions each sending a representative there. The letter also asked NLM to continue producing the written Update Manual. NLM has not responded at this point. Marge Kars moved that Stephanie John write a letter to NLM supporting the Regional Council's requests. Motion carried.

XIV. REVIEW OF ACTION STATEMENTS FOR NEXT MEETING

1. Board members and committee chairs will be asked to contact Marge Kars by October 5 if they are going to attend the board dinner meeting on October 13. The dinner will be \$12.00 payable that evening.
2. Stephanie John will notify MHA to drop MHSLA's mailing list.
3. Stephanie John will bring the ballots to the board meeting on October 13.
4. Stephanie John will write a letter to the FCC protesting the ruling on telecommunications charges.
5. Stephanie John will write a letter to NLM supporting the Regional Council's recommendations regarding the NLM Update.
6. Mollie Lynch and Carol Aebli will contact NLM regarding the changes in State Council structure as discussed above.

XV. NEXT MEETING

The next meeting will be held on Tuesday evening, October 13, at the Kalamazoo Hilton. The meeting will begin at 7:00 pm, and will include dinner. Board members are asked to contact Marge Kars if they plan to attend the meeting.

Respectfully submitted,



Sharon A. Phillips
MHSLA Secretary