



EXECUTIVE BOARD MEETING
KALAMAZOO HILTON INN
KALAMAZOO, MICHIGAN
OCTOBER 13, 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
- 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
- Mary Hanson, Past-President
- Hildegard Joseph, By-Laws Committee (Outgoing)
- David Keddle, Union List Committee
- Marge Kars, Local Arrangements Committee, WMHSLA
- Diane M. O'Keefe, Publications Committee, MDMLG
- Marilyn Schleg, Nominating Committee, FAHSLN
- Yvonne Mathis, Education Committee (Outgoing)
- Mildred Kingsbury, Ad-Hoc Grants Committee
- Dina Nameth, Ad-Hoc Survey Committee
- Leslie Behm, Incoming Chair, By-Laws Committee
- Judy Barnes, Incoming Chair, Technology Committee
- Carole Gilbert, Incoming Chair, Education Committee
- Bethany Heinlen, MMHSL

Stephanie John called the meeting to order at 7:30 pm in Room B of the Kalamazoo Hilton. Stephanie began by thanking Marge Kars, Local Arrangements Chair, for making the dinner arrangements.

I. INTRODUCTION OF 1987-88 BOARD MEMBERS

Incoming board members were introduced and welcomed by Stephanie John.

II. MINUTES

Minutes from the meeting of September 18 were approved with corrections. Motion by Marge Kars, seconded by Marilyn Schleg. Motion carried.

III. TREASURER'S REPORT

Carol Aebli reported a starting balance of \$16,761.78 on 9/18/87 and an ending balance of \$23,849.55. The report was accepted as written.

IV. COMMITTEE REPORTS

Archives

Bill Nelton described the display of MHS�A historical documents he had set up in the exhibit area to commemorate the 10th anniversary of MHS�A. He reminded committee chairs to consult the archives checklist in determining which items to send to the archives. Bill also emphasized the need for black and white photographs. It was mentioned that each MHS�A President has sent an 8x10 photograph to the archives, and that the cost of this has been paid by the individual, not by MHS�A.

By-Laws

Hildegard Joseph reviewed her report, along with the recommended by-laws changes to be presented at the annual business meeting on October 14. She also introduced Leslie Behm as the incoming By-Laws Committee Chair.

1986 Conference Planning

Lynn Sorensen Sutton thanked Marge Kars and Yvonne Mathis for their work on the conference. No problems were foreseen.

Education

Yvonne Mathis suggested that MHS�A develop a brochure which future Education Committees could send to prospective speakers. The brochure would describe MHS�A's history and current programs. It was also mentioned that this brochure could be used as a recruitment tool. The idea received considerable support, and was referred as a topic for discussion at the retreat.

Document Delivery

David Keddle announced that NLM has decided not to charge for DOCLINE.

Local Arrangements

Marge Kars reported that 101 registrations had been received, and that the conference was going well thus far. She reported that \$357.00 had been refunded to MHSLA because of mishandling of Wednesday night's Music Man tickets. Lynn Sorensen Sutton moved that the \$357.00 be treated as a donation to the conference, and absorbed into the MHSLA treasury. Second by Stephanie John. Motion carried.

Nominating

Marilyn Schleg reported that the ballots would be counted after the meeting by Stephanie John, Lynn Sorensen Sutton, Sharon Phillips and herself. It was decided that Stephanie John would notify the candidates, in person if possible, of the election results, before the business meeting.

Publications

Diane O'Keefe reported that the last newsletter had been sent out. Deadline dates for the upcoming year's newsletters had also been announced. The new Publications Committee will meet soon. It was clarified that membership renewals will be sent out separately from the newsletter by Carol Aebli, Treasurer. Carol plans to do this within a month. The 1988 Directory will be handled by Bonnie Swegles, who also will handle the mailing list and labels. A request was made to investigate printing the Directory in larger print, and to further clarify personal and institutional membership terminology.

Technology

Judy Barnes reported for Mollie Lynch. The Technology Directory had been completed, but the binders had not yet arrived. She will try to find a way to give out the binders before the luncheon on Thursday. Others will have to be mailed out.

Ad-Hoc Grants

Mildred Kingsbury reported that she had been contacted by Kellogg Foundation, requesting more information about the hospitals not participating in the grant. Specifically, she was asked to categorize non-participating hospitals by their reasons, i.e. they simply don't want a fax machine, or already have access to one, etc. This information must be sent to Kellogg by the end of October. To do this, Millie and Judy Coppola will contact the non-participating hospitals

requesting this information. It was determined that this addendum to the grant does not need the approval of the whole board, as long as the President approves it.

Ad-Hoc Survey

Dina Nameth thanked the members of her committee and distributed copies of the survey report to the board members. She explained the format of the report, and emphasized that this is just the beginning of the study. Since the data are statistically significant, many indepth analyses will be possible.

Discussion also took place regarding the general timetable now that the initial survey results have been completed. The committee will spend the next year writing an article for the MLA Bulletin. Dina clarified that the next survey should be done in 1990, rather than in 1988 as stated in her annual report. She recommended: that the committee give itself more lead time in the next survey; that the results could be tabulated by computer; and that the next survey committee should be appointed next year at this time.

The board agreed on a price of \$50.00 for non-respondents to purchase a copy of the survey. A reminder would also be issued to the membership not to photocopy the results.

V. REPORT ON PLANNING OPEN FORUM

The Open Forum was held on Tuesday, October 13. Board members turned in their discussion notes to Stephanie John. Stephanie will compile the results in time for the board members to prepare for the retreat. Based on the topics identified in the open forum, she will make research assignments to appropriate committees, and in other cases, will ask board members to volunteer to research specific topics.

The board discussed whether the open forum should be repeated at future annual conferences, and suggestions were made for improving the open forum. The board considered whether having the forum later in the conference would improve attendance. It was also felt that getting the discussion questions out to the facilitators earlier would give them more time to prepare. No further decisions were made at this time.

VI. EXECUTIVE BOARD RETREAT

Stephanie will mail out a registration form in which participants will name their preference for a roommate, and specify their menu preferences.

VII. MHA COUNCIL ON AFFILIATE ORGANIZATIONS

Stephanie John reported on a recent meeting of the MHA Council on Affiliate Organizations. She will remain the MHS�A representative on this council until May 1988.

VIII. OTHER BUSINESS

1) Stephanie John reported on the Library of Michigan Task Force on Library Interdependency/Funding. Dina Nameth is a formal member of this task force, and Stephanie will attend the meetings. She will send a letter to the task force outlining MHS�A's accomplishments and concerns.

2) Barbara Kormelink is chairing a Task Force on Library Interdependency/Cooperation, and has asked MHS�A to appoint a representative to this task force.

3) State Council - no report

4) MC/MLA meets at the end of October. Stephanie John and Lynn Sorensen Sutton are currently on the board.

IX. REVIEW OF THE PAST YEAR

Stephanie John thanked board members and committee chairs for their work throughout the year.

X. REPORT OF THE PRESIDENT-ELECT

Lynn Sorensen Sutton reported that confirmation letters had been sent out to incoming committee chairs, and that the first meeting of the new board would take place at the retreat, on November 12. She also announced her telefax number as 993-0239.

XI. REVIEW OF ACTION STATEMENTS FOR NEXT MEETING

1. Ad-Hoc Grants Committee will send the addendum to Kellogg Foundation by October 31.
2. Carol Aebli will send out membership renewal forms in a separate mailing within the month.

3. Publications Committee will investigate putting the Directory into larger print, and will clarify personal and institutional membership terminology.
4. Stephanie John will compile the results of the Open Forum and distribute them in time for board members to prepare for the retreat. Assignments will be made as discussed above.
5. Stephanie John will send out a registration form for the retreat as detailed above.
6. Stephanie John will write a letter to the LOM Task Force on Library Interdependency/Funding outlining MHSLSA's accomplishments and concerns.
7. Lynn Sorensen Sutton will consider the question of appointing an MHSLSA representative to the LOM Task Force on Library Interdependency/Cooperation, as requested by Barbara Kormelink.

XII. NEXT MEETING DATE

The next board meeting will be held during the first two hours of the retreat at the Sheraton Fashion Square in Saginaw on Thursday, November 12.

XIII. AJOURNMENT - meeting adjourned at 10:10 pm.

Respectfully submitted,


Sharon A. Phillips
MHSLSA Secretary