



Michigan Health Sciences Libraries Association

MHSLA EXECUTIVE BOARD MEETING
Ingham Medical Center
Lansing, Michigan
February 19, 1988

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

- Lynn Sorensen Sutton, President
Lea Ann McGaugh, President-Elect
Stephanie C. John, Past-President
Sandra I. Martin, Secretary
Carol Aebli, Treasurer
Bill Nelton, Archivist
Marilyn Schleg, FAHSLN
Diane O'Keefe, MDMLG, Publications
Mary Anne Wallace, MMHSL
Kay Kelly, NMHSLG
Bonnie Swegles, TAMIC
Mildred Kingsbury, UPHSLC
Marge Kars, WMHSLA
Leslie Behm, Bylaws Committee
David Keddle, Document Delivery Committee
Caryl Scheuer, Document Delivery
Carole Gilbert, Education Committee
Betty Crawford, Local Arrangements
Doris Blauet, Nominating
Judy Barnes, Technology
Nancy Winslow, State Council
Lorraine Obrzut, Legislation

GUESTS: Dina L. Nameth, Library of Michigan Task Force on Interdependency/Funding

The President Lynn Sutton called the meeting to order at 10:05 am

1. Subject: Presidential Remarks

Discussion: Lynn asked if the current meeting arrangements were satisfactory to the Board and announced that the next meeting is scheduled for May 6, 1988 at Harper Hospital. Committee members asked that maps be distributed along with the agenda.

Lynn gave an update on her move from Harper and recent appointment as director of the Wayne State University Science Library. She announced that the Michigan Hospital Association has offered the use of their meeting facilities and suggested that the board accept the offer for a future date.

Lynn began her report on progress toward completion of her action statement tasks developed during the Executive retreat and asked that each Board member and Committee chair do the same. She stated that the information on tax and liability had been forwarded to N. Winslow; that the presidential address article for the January newsletter was sent to Diane O'Keefe; that she contacted Sharon Phillips to discuss the proposed

MLC bylaws changes and their implication for Hospital Libraries. Lynn stated that the final action on the bylaws has been deferred until the May 10 MLC Board of Trustees meeting. However, Sharon felt that the revised organization represented hospital library interests as well as anyone.

Lynn distributed the format for Committee procedure manuals and position descriptions, which will be due in June.

Action: S. Martin will distribute maps with the agenda for the next meeting.

2. Subject: Secretary's Report

Discussion: Sandra Martin asked for additions and corrections to the minutes of the November 12 meeting.

Action: The minutes were approved as corrected.

Discussion: Sandra reported that she has completed all assigned tasks from the previous meeting and that the minutes of the annual meeting were distributed. She also reported that negotiations with Mr. Larry Weiss, general manager of Login Brothers, Ohio were completed. As of January, 1988 MHSIA institutional members receive 12% discount from Login Brothers. Information on institutional status was based on current membership lists.

3. Subject: Treasurer's Report

Discussion: Carol Aebli reported that she was unable to prepare a projected budget because only one committee had submitted 1988 projections. She requested that committee chairs and officers send her their projections so that she can complete the 1988 budget by the May meeting.

Action: Committee chairs and officers are to send Carol their 1988 budget projections.

Discussion: Carol distributed the revised conference budget and reported on her action statement progress. She stated that her review of MHSIA's tax exempt status indicated that there was no need to revise the current position. However, if the Association grosses over \$25,000 new forms should be completed reporting changes in status and income.

Action: C. Aebli will incorporate information on tax status in the treasurer's procedure manual

Discussion: Carol reported that as a result of her investigations with Michigan National, the Association's current banking institution, she recommended that MHSIA obtain a \$2,000 Certificate of Deposit to be renewed annually.

Action: The Board approved expenditure of \$2,000 for a certificate of deposit renewable annually.

Discussion: Carol stated that she would follow up delinquent membership renewals in February. She felt that the receipt of 115 renewals in January indicated that the drive was going well and that she need only send 40 or 50 reminders.

4 Subject: Archivist

Discussion: Lynn reminded Committee members to send Bill Nelton all archival materials.

5. Subject: Committee Reports

5.1 Subject: Ad Hoc Committee on Collection Development

Discussion: Lynn asked for a volunteer to chair the committee because Beth Heinlein resigned. Judy Barnes recommended Agnes Shoup, U of D Dental Library and Patricia Bristor, GM Tech Center Libraries as potential members or replacements for the vacant position. Carole Gilbert added that collection development would be the subject of one of the sessions held during the educational conference.

5.2 Subject: Bylaws

Discussion: Leslie Behm recommended postponing reproduction of the bylaws until revisions have been discussed and approved at the annual meeting.

Action: Board approved rescheduling reproduction to November, 1988.

Discussion: Leslie reported that she has identified contacts who can advise the Association on auditing and bonding procedures and that she would report their recommendations at the next meeting. Leslie distributed the timetable for her committee and asked that Board members send her copies of bylaws of nonprofit organizations.

5.2 Subject: Conference Planning

Discussion: Lynn distributed goals and time table for the committee. Carole Gilbert gave a brief report stating that the committee has contacted vendors and finalized site arrangements.

5.3 Subject: Education

Discussion Carole Gilbert distributed the tentative budget and reviewed the program for the upcoming educational conference. She reported that speakers would be contacted by February. Carole stated that the Special Libraries Association has been uncooperative in providing speaker and cost information. She said that the Association would only provide ballpark figures of \$75.00 - \$100.00 per session. Carole asked the Board to decide to continue negotiations given the lack of responsiveness. The two SLA courses scheduled for the fall are "Legal Research for Nonlegal Librarians" and "Design and Development of Promotional Materials."

Action: The Board recommended continued pursuit of SLA courses based on the high level of interest in the proposed courses and the Association's historic lack of interest in receiving payment for services rendered.

Discussion: Reviewing the program schedule, Carole emphasized that the program was developed to allow participants time to visit exhibits and talk to vendors and colleagues. She also asked for permission to confirm negotiations with Wanda Rocha because her speaker's fee is higher than previous disbursements.

Action: Board approved expenditure for W. Rocha but requested that Carole ask for references and additional information.

Discussion: Carole requested a ruling on travel accommodations for speakers. Lynn stated that MHSLSA's policy was to offer speakers coach fare to and from conferences.

Action: The Board approved proposed program and interim budget.

Discussion: Reporting on action statement progress, Carole stated that she has selected Bonnie Snow's course on pharmaceutical searching as an additional educational program to be held separate from the Annual Conference. She recommended that Barbara Shipman assist Dave Keddle in developing a document delivery/ILL workshop.

5.4 Subject: Document Delivery

Discussion: Dave Keddle reported that GMRMLN has changed procedures for the DOCLINE update. Tapes must first be sent to the region before going to NLM. Although he has not received the MLC invoice for the current tape Dave estimated that production costs would run \$600. Dave stated that he plans to schedule a committee meeting prior to the May Executive Board meeting.

Action: D. Keddle will forward his committee objectives to L. Sutton and plans for an ILL statistical survey along with recommendations for charging schedules for future updates to DOCLINE.

Discussion: Lynn asked for a show of interest for a proposal to include WSU Science Library serial holdings in DOCLINE. The Board felt that the Science Library's holdings would be beneficial to the community. Dave reported that he plans to ask libraries to submit copies of the DOCLINE cell configurations to the ILL committee. He felt that the committee's efforts to monitor usage would help to relieve some of the unnecessary burden placed on net lenders and possibly curtail the trend toward charging. D. Nameth stated that she would be willing to reassess Henry Ford Hospital's position if abuses of the collection were curtailed. Diane O'Keefe asked Dave to submit an article on structuring cells for the fall issue of the newsletter. Nancy Winslow and Jane Claytor were recommended as sources for an additional article on charging.

Action: D. Keddle will submit an article on structuring DOCLINE cells for the fall issue of the newsletter. D. O'Keefe will contact J. Claytor and N. Winslow for an article on charging.

5.5 Subject: Legislation

Discussion: Lorraine Obrzut reported that the change in the FCC ruling on telecommunication rates had become a dead issue. She called the FCC to obtain further information and to register MHSLA's concerns but was told that November 1, 1987 was the deadline for communication on the issue.

Results of Lorraine's investigation into LSCA funding showed that the state uses a formula based on square miles, head count (# of students) and population in each region. D. Keddle stated that there has been discussion about Michigan universities urging the State Library to divert funding away from multi-type cooperative projects. The charge is that the money has not been well spent.

Action: The Board asked Lorraine to investigate the issue and advise on the merit of a letter writing campaign.

Discussion: L. Behm stated that she has been informed of the existence of a Michigan House Bill which deals with child pornography and which has the potential of categorizing library collections as pornographic. She suggested that the committee may wish to investigate the possibility of an exemption for library collections.

5.6 Subject: Nominating

Discussion: Lynn distributed the Committee's objectives and timetable on behalf of Doris Blauet.

5.7 Subject: Publications

Discussion: Diane O'Keefe reported that the January issue was distributed on schedule. She is currently in the process of collecting articles for the retreat issue due in Mid March. Diane asked J. Barnes to contribute a column called Fax Facts for the newsletter. She also asked L. Sutton to provide input for the issue.

Lynn asked the committee for feedback regarding the best approach for publication of the results of the retreat given that a summary article was just published in the January issue. Marilyn Schleg stated that the retreat issue itself would be sufficient and that additional publication of "proceedings" should not be necessary. Dina Nameth stated that she was impressed with the list of action statements developed by the Board. She suggested that the committee publish the list and indicate those tasks which were completed.

Action: L. Sutton will work with D. O'Keefe to develop the action statements into an article for the retreat issue. The issue will be designated "special issue" so that present numbering can continue uninterrupted.

5.8 Subject: State Council

Discussion: Nancy Winslow reported that she contacted several sources concerning the Association's liability and the need for insurance coverage. Her contacts included representatives from the Michigan Hospital Association, insurance agents, two attorneys and a representative of the State Library. In addition she ran a computer search to survey the literature. The net result was that the probability of the Association or its board being named in a suit is very low based on the fact that MHSLA has no real "collectability." Only in the event that the Association decides to incorporate would liability coverage be necessary. Nancy reported that coverage costs range from \$250 to \$500 per year. She recommended that MHSLA hire a lawyer if the Board desired further investigation. Lynn thanked Nancy for her exhaustive research and stated that based on the information presented no further investigation would be necessary. M. Schleg also commended Nancy on her detailed report.

Action The Board agreed to discontinue further investigation.

Discussion: Nancy asked questions about the structure and composition of the state council. D. Keddle stated that the Illinois council functioned as a committee of the state association and suggested that the Michigan council use the same structure. He suggested that the Board make the Council an operating committee of MHSLA, which would allow for regular meetings and a yearly report. The Board was informed that according to MHSLA bylaws, the State Council is already designated as a standing committee.

Action: D. Keddle will investigate the function and composition of the Illinois Council as well as its compliance with GMRMLN requirements. He will also obtain copies of the Illinois bylaws.

Discussion: D. Keddle reporting on the GMRMLN regional meeting stated that Erwin Pizer has proposed plans for the development of cooperative journal acquisitions and a Library of record program. The basis of the program would be the GMRMLN serials list which does not contain holdings from Michigan Libraries. D. Nameth suggested that the Board contact Lois Ann Colaianni to express its concern and request a meeting with her at the 1988 MLA conference.

Action: D. Keddle will draft a letter to L. Colaianni requesting a meeting.

Discussion: Dave concluded his report with the announcement that NLM will be renegotiating the regional contracts. Helen Ann Brown has taken a position with BRS.

5.9 Subject: Technology

Discussion: Judy Barnes distributed her committee's timetable and reported on progress. She asked about interest in combining the MHSLA and MDMLG directories. Responding on behalf of MDMLG C. Gilbert, president, thought the idea interesting and encouraged continued investigation. Judy stated that she will develop an article on transferring data files. She distributed information on the March, 7-9 Small Computers in Libraries Conference to be held in Chicago and asked for financial support from the Association to attend the conference. She requested a grant of \$262.16 to cover room, board, and conference fees. Lynn questioned the appropriateness of a request to use Association money for the major benefit of one member. Dave stated that the Board would risk the displeasure of the membership if such a request was approved.

Action: Based on Board input J. Barnes withdrew the request.

6.0 Subject: Local Group Representatives

6.1 Subject: FAHSLN

Discussion: Marilyn Schleg is working on the area representatives' position description and procedures. She stated that the major responsibility of the representatives was to serve as working board members reporting to their respective local groups. Marilyn will include suggestions for methods of disseminating information to local groups in the position description which she will submit in June.

6.2 Subject: MMHSL

Discussion: Lynn introduced Mary Anne Wallace who is the replacement for B. Heinlein

6.3 Subject: NMHSLG

Discussion: Lynn distributed examples of membership brochures which she received from Norma Powers. She stated that Norma requested that the Board set budget and quantity parameters so that her committee could proceed with its deliberations. After discussion the Board agreed that the best option was a trifold brochure containing general information appropriate for both potential speakers and new members.

Action: The Board recommended a trifold brochure and approved a budget of \$500 - \$700 for 500 copies.

6.4 Subject: TAMIC

Discussion: L. Sutton reported that Melba Moss will replace Bonnie Swegles as the TAMIC representative.

7.0 Subject: Old Business

7.1 Subject: Kellogg Grant

Discussion: Judy Coppola has received no further word from Dr. Elser concerning MHSIA's addenda to the grant application. However, she sent word to the Board that she expects to receive some communication from him by mid March. The deadline for requests for Telefax equipment from the State Library is March 4, 1988.

8.0 New Business

8.1 Subject: Library of Michigan Task Force on Interdependency & Funding

Discussion: Dina Nameth reviewed the goals and purpose of the task force. She stated that major library funding is due to expire and the State Library in an attempt to increase future funding wished to broaden its support base. The goal of the Task Force is to develop a document which will inform the Michigan legislature of the role and future of Michigan libraries. The document will be used to lobby for library legislation. Dina asked the Board to suggest projects of particular interest to special libraries. Judy Barnes suggested the establishment of a journal warehouse, patterned after the Medical Library Center of New York, which provides copies from older journals to library subscribers. Leslie Behm cited the Midwest Library Consortium in Chicago which provides a similar service. Dina asked the Board to send any additional examples or suggestions.

8.2 Subject: State Survey

Discussion: Carol Aebli stated that she received inquiries about the availability of the state survey from an institution in Sault St. Marie. Dina agreed to relay the information. She reported that the first draft of the paper was completed.

9.0 Subject: Announcements

Discussion: Lynn announced that Christine Hague, Michigan Library Association, extended an invitation to the membership to attend the Association's annual conference October 12-14. MHSIA members will be allowed free entrance to the exhibits. Christine also offered to schedule an MHSIA program during the conference.

Leslie Behm asked permission to distribute the revised brochure to AHECs which sponsor clerkship programs.

Action: The Board approved distribution.

N. Winslow asked for an update of the MDMLG meeting during which hospital down-sizing and staff reductions was discussed. Her request led to a general discussion of the current status of hospitals, the methodology for determining size, and the general impact of consulting firms.

Action: MHS LA will forward a letter to Raymond Palmer, Medical Library Association, expressing concern over this trend.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Sandra I. Martin,
MHS LA Secretary