



MHS LA EXECUTIVE BOARD MEETING

Harper Hospital
 Detroit, Michigan
 May 6, 1988

Affiliated Groups	P	A	
Flint Area Health Sciences Library Network	<u>X</u>		Lynn Sorensen Sutton, President
Metropolitan Detroit Medical Library Group	<u>X</u>		Lea Ann McGaugh, President-Elect
Mid-Michigan Health Sciences Libraries		<u>X</u>	Stephanie C. John, Past-President
Northern Michigan Health Sciences Libraries Group	<u>X</u>		Sandra I. Martin, Secretary
Thumb Area Medical Information Consortium	<u>X</u>		Carol Aebli, Treasurer
Upper Peninsula Health Science Libraries Consortium	<u>X</u>		Bill Nelton, Archivist
Valley Regional Health Science Librarians	<u>X</u>		Marilyn Schleg, FAHSLN
Western Michigan Health Sciences Libraries Association	<u>X</u>		Diane O'Keefe, MDMLG, Publications
		<u>X</u>	Mary Anne Wallace, MMHSL
	<u>X</u>		Kay Kelly, NMHSLG
	<u>X</u>		Melba Moss, TAMIC
		<u>X</u>	Mildred Kingsbury, UPHSLC
		<u>X</u>	Marge Kars, WMHSLA
		<u>X</u>	Leslie Behm, Bylaws Committee
	<u>X</u>		David Kedde, Document Delivery Committee
		<u>X</u>	Caryl Scheuer, Document Delivery
	<u>X</u>		Carole Gilbert, Education Committee
		<u>X</u>	Betty Crawford, Local Arrangements
	<u>X</u>		Doris Blauet, Nominating
	<u>X</u>		Judy Barnes, Technology
	<u>X</u>		Nancy Winslow, State Council
	<u>X</u>		Lorraine Obrzut, Legislation
	<u>X</u>		Patricia Bristor, Ad Hoc Committee/Collection Development

GUEST: Sheryl Stevens

The President Lynn Sutton called the meeting to order at 11:15 am

1. Subject: Presidential Remarks

Discussion: Lynn Announced that the next Executive Board meeting will take place at the Michigan Hospital Association in Lansing on Friday, July 15. In addition there will be a change in the September 9 meeting, because Mildred Kingsbury, 1989 Local Arrangements Committee, has invited some members of the Executive Board to the Grand Hotel to survey the site of the 1989 Conference.

Lynn recommended that Friday be excluded when scheduling future Board meetings. She requested that committee chair send copies of minutes from committee meetings. After reporting that the task force on Library Interrelationships has been suspended indefinitely, she reported that all her retreat action statements were completed.

Action: L. Sutton will distribute maps to the Michigan Hospital Association along with announcements for the July meeting.

Action: Officers and Committee chair should submit position descriptions, which comply to the previously distributed outline, to Lynn by June, 1988.

The Committee also recommended that institutions be encouraged to place net lenders in cells #3 or higher for DOCLINE configuration. The recommendation was made in response to the concern over the growing number of libraries charging for interlibrary loans. The Committee defined net lender as any institution lending over 2,000 items per year. They plan to publish a net lender list in time for the August DOCLINE revision.

Action: The Committee will send D. O'Keefe a net lenders list for publication in the newsletter.

Dave reported that the updated MISHULS directory will include LIBID numbers, which can be used in accessing DOCLINE. The annual statistical survey will contain the number of FTEs, items lent, items borrowed, and the number of computer searches. It is felt that institutions requiring more detailed information e.g. the number of requests per institution could gather the information on an individual basis. He said that he relayed the Association's concern over exclusion of Michigan libraries from the GRMLN collection development project proposed by Irwin Pizer to NLM. He was invited to attend the Serhold meeting at the 1988 MLA annual meeting in New Orleans.

The Committee ,also, discussed ideas for collection development,; suggesting such future projects as a list of journals only held in charging institutions, a list of holdings not available in DOCLINE, and implementation of an "Adopt a Journal" program.

5.5 Subject: Legislation

Discussion: Lorraine Obrzut reported that the FTC declined further comment on proposed rate increases after receiving thousands of opposing letters. Lynn stated that officially the FTC has dropped the issue. Lorraine said that she did not receive information on the proposed House bill on child pornography. She mentioned a series of articles concerning legal issues for librarians written by Dr. Joseph Mika, Wayne State University featured in American Libraries as follow up to previous discussion.

5.6 Subject: Nominations

Discussion: Doris Blauet reported that the slate for 1988 elections would be set by May 6, 1988. It will be sent to the Board in June. The Committee plans to mail ballots to the membership after receiving Board input.

Action: D. Blauet will send copies of the slate to S. Martin for distribution to the Board.

Action: D. Blauet will forward wording to amend the bylaws to reflect procedural changes to L. Behm.

5.7 Subject: Newsletter

Action: B. Crawford will charge exhibitors a minimum of \$100. The fee will include one banquet ticket.

Action: D. Keddle will develop a vendor procedure manual next year which should include recommended fee structures.

Discussion: The Board discussed Conference registration fees and recommended \$100 as the two day fee exclusive of the banquet.

Action: Fees for the 1988 Educational Conference will be:
Members: \$100/ 2days or \$60/day
Nonmember: \$115/2days or \$75/day
Banquet tickets will be priced separately.

Lynn asked about charges for CE courses. The Committee projected charges of \$75/course. Lea Ann reported that room accommodations would be \$62/single occupancy and \$70/double occupancy.

Lea Ann informed the Board that Tony Armstrong consented to speak at the Conference and that Nancy Winslow, who is developing the Conference brochure, has started negotiations with a graphic artist. Concluding her report, Lea Ann asked for assistance in expanding the mailing list. Local group representatives were asked to send Barbara Kormelink area lists. Dave Keddle suggested that the Committee develop a combined database for use by future planning committees.

Action: Local area representatives will forward copies of membership lists to B. Kormelink and Diane O'Keefe.

Action: D. O'Keefe will ask Bonnie Swegles to add additional lists to the MHSLA database for future conferences.

Action: The Committee will advertise the Conference in local newsletters.

5.4 Subject: Document Delivery

Discussion: Dave Keddle reported that the Committee was revising the Ill guidelines and planned to produce a how-to manual. In addition the Committee plans to use the 45 minute videocassette produced by NIM as part of a DOCLINE workshop. Dave asked that members report DOCLINE system problems to Betty Marshall.

Dave reported that MLC currently charges 7 cents per update for full OCLC participants. July 1 is the deadline for holdings updates. The Committee recommended that MHSLA continue to subsidize tape production. Committee members felt that continued subsidization would encourage further participation. After discussion Board consensus was to charge DOCLINE participants for tape production, as originally agreed at the Retreat.

Action: The Document Delivery Committee will develop guidelines and criteria for charging DOCLINE participants for the cost of the OCLC tape.

Action: D. Keddle will communicate with P. Bristor to exchange information and ideas.

5.2 Subject: Bylaws

Discussion: Marilyn Schleg, reporting for Leslie Behm, distributed copies of proposed changes to the bylaws. She stated that at the April meeting Committee members reviewed the bylaws and compared them to standards in Robert's Rules of Order. The Committee recommended merging the Constitution and the Bylaws into one document based on the comparison.

Marilyn summarized the proposed changes stating that the revision puts related concepts together and shortens the document. She added that after Association policy/procedure manuals and position descriptions are completed similar information currently included could be eliminated from the bylaws further reducing the length. Marilyn requested that Board members forward feedback to Leslie by June 15. Major corrections should be sent in writing.

Action: Board should provide input on proposed changes to the Constitution and Bylaws by June 15, 1988.

5.3 Subject: Conference Planning

5.3.1 Subject: Education

Discussion: Carole Gilbert reported that the Committee selected CE-680 "Health Professions and Information: Value, Variables, Variety" as the CE course for members in the non Metropolitan area. The course will be held at Muskegon General Hospital on Wednesday, June 29, 1988.

She distributed copies of the revised program and reported that BRS has agreed to hold a regional update workshop during the Conference. Carole reported that based on SLA course charges the Committee proposed a separate fee for lunch served during the session.

Carole stated that the Committee faced scheduling problems because of limited space at the Conference facility. After discussion the Board suggested that the Committee wait until after Conference registration and post a schedule of event locations.

5.3.2 Subject: Local Arrangements

Discussion: Lea Ann McGaugh reported that the Local Arrangements Committee last met December, 1987. After discussion with Betty Crawford Lea Ann worked on the Conference budget. Lynn asked if prospective vendors had received any information about exhibitors fees. Lea Ann informed her that the Committee was still deliberating exact charges. Dave Keddle recommended \$100 as a minimum fee. He stated his recommendation was based on previous experience with vendors. Lea Ann reported that Betty Crawford hoped to get a vendor to underwrite the cocktail party.

2. Subject: Secretary's Report

Discussion: Sandra Martin asked for additions and corrections to the minutes of the February 19 meeting.

Action: The minutes were approved as corrected.

Action: S. Martin will send L. Sutton corrected copies of all minutes.

3. Subject: Treasurer's Report

Discussion: Lynn distributed copies of the treasurer's report on behalf of Carol Aebli. Lynn polled the Board for 1988 budget projections. She said that Carol was unable to complete the Association's projection because she lacked the necessary information. Lynn reported that Carol has made arrangements with Michigan National Bank for the Certificate of deposit.

Action: Treasurer's report was accepted.

Action: D. Keddle will send budgetary projections for the Document Delivery Committee to C. Aebli..

4. Subject: Archivist's Report

Discussion: Bill Nelton stated that he needs pictures of the last three Association presidents (M. Hanson, L. Sutton, and S. John) which will be on display in the Archivist's exhibit during the Annual Conference.

Lynn reported that she approved Candy Winfield's request to place HIRA (Health Instructional Resources Associated) records in the MHSLA Archives. Ms. Winfield was president of the recently dissolved Association. Bill has made arrangement to transport the material.

5. Subject: Committee Reports

5.1 Subject: Ad Hoc Committee on Collection Development

Discussion: Lynn introduced Patricia Bristor, incoming chair of the Committee, who was selected because of her previous experience and expertise. Lynn stated that Beth Heinlen resigned the position when she assumed her new duties as Assistant to the Dean of Research at Michigan State University.

Pat asked the Board to clarify the essential issues concerning collection development and discussed her plan of attack. She stated that serials would be the first target. Dave Keddle said that the Document Delivery Committee discussed ideas which would interest the Collection Development Committee and agreed to forward them to Pat. Pat asked for background on DOCLINE activity and the level of participation by MHSLA institutions. Dave explained that 75% of MHSLA libraries were currently using the system and that of the remaining non users a proportion had no computer access.

Discussion: Lynn commended Diane O'Keefe on the quality of the special retreat issue. Diane reported that the deadline for the next issue is July 1, 1988. She stated that the new membership directories will be ready by May 15.

Sandra Martin said that in order to extend the 12% discount to new members Login Brothers needed updated membership lists. The Board discussed methods for providing current information on a timely basis. Diane volunteered to be responsible for updating Login on a regular basis.

Action: S. Martin will develop a cover letter to accompany Login updates.

Action: D. O'Keefe will forward revised membership lists to Login as necessary.

5.8 State Council

Discussion: In lieu of a formal report. Dave Keddle announced that the next Regional meeting will be June 28, 1988.

5.9 Technology

Discussion: Judy Barnes reported that due to a lack of response she and Mollie Lynch are compiling the Demo Disk Library from their own collections.

Judy stated that the deadline for revisions to the Technology Directory is May 15, 1988. Although she plans to hold input until June 1 to allow for new members. A listing of GRMLN resource libraries by code will be included in the Directory. In addition, the Committee planned to meet May 15 to visit a TELEFAX vendor to view new equipment even though there has been no word from the Kellogg Foundation on the grant. Lynn stated that additional information on the grant would be reported under old business

The last Committee charge, evaluation of CD ROM packages, is on hold, although the Committee plans to review packages across the state. Carole Gilbert added that the National Internal Medicine Residency Review Committee recommended twenty-four hour computer searching access for medical students and residents.

6.0 Subject: Local Group Representatives

6.1 Subject: FAHSLN

Discussion: Marilyn Schleg reported that Ria Lukes reviewed government documents for FAHSLN.

6.2 Subject: MMHSL

Discussion: Mary Ann Wallace reported personnel changes in the area. Judy Barnes stated that there had been limited success in developing a consumer health information group. Meeting attendance averages only ten participants per session. The group has scheduled another meeting June 22.

7.0 Subject: Old Business

Discussion: Lynn reported for Mildred Kingsbury that an Administrative Assistant at Kellogg said that our grant application is still pending. Dr. Elser indicated he had to speak with the President about a few things. Lynn reported that Mildred was able to obtain four free rooms for the members of the 1989 Planning Committee and 2 Board members at the Grand Hotel, 1989 convention site. She said that Norma Powers plans active development of the new member brochures in the coming months.

Carole Gilbert reminded the Board that the call for papers was issued. Papers should be fifteen minutes and abstracts are to be sent to Gayle Williams.

8. Subject: New Business

Discussion: Lynn reported that HIRA members voted to split their Treasury between MHSLA and the Metropolitan Detroit Health Education Council when the Association was dissolved. MHSLA WILL RECEIVE APPROXIMATELY \$2,000. She asked the Board to think of ways of using the money.

Action: Board members provide Lynn ideas for use of the HIRA donation of \$2,000.

Sheryl Stevens reported the results of the "Survey of Staff and Budget Changes in Michigan Hospital Libraries since 1985" conducted under the auspices of MHSLA. After distributing copies of tabulated data developed for survey responses, Sheryl reported that ninety-three of the one hundred and fifty-four Michigan libraries surveyed returned the forms. She discussed the results which indicate a general downward trend in personnel and funding. She requested further direction in distributing and reporting the results. Carole Gilbert recommended that Sheryl send copies to Roz Duddin, president of the MLA Hospital Libraries section. The Board suggested that she publish the results in the MLA Bulletin and present them at the 1988 MHSLA Conference.

Action: S. Stevens will develop results into an article for publication and for presentation at the 1988 MHSLA Educational Conference.

Sandra Martin asked for a volunteer to take minutes at the July 15 meeting. Lynn asked if a Board member from the Lansing area would agree to make luncheon arrangements.

Action: Lorraine Obrzut will take minutes.

Action: Judy Barnes will make the arrangements for lunch.

Carole Gilbert announced that the Providence Library has been renamed the Helen L. De Roy Medical Library

The meeting was adjourned at 3:00 p.m.

Respectfully submitted

Sandra I. Martin

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