



MHS LA EXECUTIVE BOARD MEETING
MClaren General Hospital
Flint, Michigan
September 16, 1988

Affiliated Groups

Table with 2 columns: Affiliated Groups, P, A. Lists groups like Flint Area Health Sciences Library Network, Metropolitan Detroit Medical Library Group, etc., with checkboxes.

- List of attendees and roles: 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; Melba Moss, TAMIC; Mildred Kingsbury, UPHSLC; Sandra Swanson, WMHSLA; Leslie Behm, Bylaws Committee; David Keddle, Document Delivery Committee; Caryl Scheuer, Document Delivery Committee; Carole Gilbert, Education Committee; Betty Crawford, Local Arrangements; Doris Blauet, Nominating Committee; Judy Barnes, Technology Committee; Nancy Winslow, State Council; Lorraine Obrzut, Legislation; Patricia Bristol, Collection Development.

Lynn Sutton, President, called the meeting to order at 11:05 a.m.

1. Subject: Presidential Remarks

Discussion: Lynn asked Board members about the status of those annual reports, which were not received prior to the meeting.

She distributed and reviewed the agenda for the Annual Business Meeting. Lynn stated that the agenda would be updated at the Board meeting prior to the Annual meeting. During the discussion she reminded members that the business meeting would only last one hour and requested that they save time by summarizing their annual reports. She asked Marilyn Schleg to report for the Bylaws Committee, summarizing the major changes if Leslie Behm is unable to attend.

Action: The Bylaws Committee will provide photocopies of a summary page of changes to distribute at the annual meeting. After reporting the Committee representative may move acceptance.

Lynn collected copies of policy and procedure manuals. She is developing a master manual to give to Lea Ann as incoming president.

Action: Board members and Committee chairs should retain copies of policies and procedures to pass to their successors.

Lynn announced the next Board meeting, which is scheduled for Tuesday, October 4, 1988 at 8:00 p.m. The Board Dinner will be held prior to the meeting at Delphines. Dinner will be served at 6:00 p.m. Members and Committee chairs who wish to dine may make checks for \$15.50 payable to MHSLA.

Action: B. Crawford will ask Stephanie John to send requests for RSVP for the dinner.

2. Subject: Secretary's Report.

Discussion: Sandra Martin said she wanted to publicly thank Lorraine Obrzut for providing minutes of the July meeting. She asked acceptance of the minutes.

The minutes were approved as corrected.

Action: L. Obrzut will correct minutes.

3. Subject: Treasurer's Report.

Discussion: Carol Aebli distributed copies of her report. Lynn asked that she revise the way in which revenue from the certificate of deposit is reported. Lynn asked Carole Gilbert to send Carol a copy of an MDMLG report to use as an example. Lynn, also, asked Carol to verbally update her report during the annual business meeting so the membership would have the most current information.

Action: C. Gilbert will send C. Aebli copies of the MDMLG treasurer's report. C. Aebli will deliver a verbal addendum to her annual report at the business meeting which will include the Association's current balance.

Dave Keddle following recommendation from the Document Delivery Committee requested that Carol bill DOCLINE participants. After discussion the Board decided that the Committee not the treasurer should coordinate and distribute billing. In addition the Board recommended that the Document Delivery Committee formulate a cover letter explaining the change from previous patterns.

Action: The Document Delivery Committee will coordinate billing for DOCLINE participants. Invoices will be accompanied by an explanatory letter.

Lynn recommended that the Board continue to monitor the treasury and the dues process next year to prevent going in the red. Carol stated that 1988 expenses were greater than normal because of publication of the Retreat

issue. D. Keddle added that the increase in the number of MISHULS subscriptions should boost total 1988/89 revenue. He added that the new directories will include LIBID rather than SERHOLD codes because subscribers were confused by the listings in previous editions.

Lynn asked about the status of the merged database project. Judy Barnes reported that she was working on the project which will combine all the many lists into one large MHSLA database from which function/committee specific mailing lists and labels can be generated. She will need additional information from Bonnie Swegles and an update from the Document Delivery Committee to insure the accuracy of the database.

Action: J. Barnes will merge data from the following sources: D. Keddle, MISHULS directory, C. Aebli, membership lists; B. Kormelink, conference mailing list; and B. Swegles. She will produce the first lists once the data is combined and provide training for individuals or committees needing to access the information.

Action: C. Aebli will send copies of the most current membership list to the Technology and Document Delivery Committees.

Action: C. Aebli will produce at least four hundred membership forms which should include the mailing address of the incoming treasurer. The new treasurer has the distribution responsibilities. C. Aebli will transfer the books at the November Board meeting.

4. Subject: Archivist's Report.

Discussion: Bill Nelton discussed plans for an archives display at the Conference. The exhibit will feature photographs of past presidents and members. The Board requested that Bill photograph the exhibit area and convention activities. Bill reminded the Board to send him archival materials before the new officers and chairs take office.

Action: B. Nelton will distribute a check list of materials to pass along to Archives.

5. Subject: Committee Reports.

5.1 Subject: Ad Hoc Committee on Collection Development.

Discussion: Judy Barnes, reporting for Patricia Bristor, stated that the Committee was reviewing MISHULS data in order to compile a list of journals for institutions to consider as cooperative purchases. Both Norma Powers and Jane Claytor, a member of the Document Delivery Committee, have expressed interest in working on the Committee. Judy said that the Committee will meet at the Conference. Pat Bristor is unable to attend and Judy will chair the meeting in her absence. Judy, also, reported that the Committee will meet in October to review the ill information which is coming in a variety of forms.

5.2 Subject: Bylaws.

Discussion: Marilyn Schleg agreed to present bylaws changes to the membership if Leslie Behm is unable to attend the Conference. Marilyn said that the Bylaws Committee will set an earlier deadline for next year's changes.

5.3 Subject: Conference Planning.

Discussion: Lea Ann McGaugh reported that the Committee has received 55 to 60 registrations. They have decided to waive late fees because the forms were distributed later than usual. Lea Ann asked for a decision on cancelling the CE courses because registration for both classes was low. The Board suggested that the Committee offer the courses. The consensus was that classes would fill by the start of the Conference.

Carole Gilbert reported that the Education Committee was in the process of confirming speaker attendance. She said that conference expenses will be greater than anticipated because of increased air fares

Betty Crawford reported for Local Arrangements. The Committee plans seventeen tables in the exhibit area. Betty has received checks from thirteen exhibitors including contributions from FAXON and NCME.

5.4 Subject: Document Delivery.

Discussion: Dave Keddle reported that the Committee has distributed order forms for MISHULS. Dave said the Committee is holding DOCLINE workshops. The workshop sites are in the Detroit and Lansing areas. The Committee is soliciting host institutions for the Detroit workshop.

Lynn announced rate increases for ILLs from Wayne State University Science Library. This will be the first increase since 1977.

Lynn told the Board that she had received a letter from a member institution, expressing concern over potential abuse of the Ill network by Hospital Libraries acting as information brokers. She asked the Document Delivery Committee to draft a position statement for the Association and publish it in the Newsletter.

Action: The Document Delivery Committee will draft and publish a policy statement concerning use of the ILL network by institutions acting as for profit information brokers and publish the statement in the Newsletter.

5.5 Subject: Legislation.

Discussion: None. The Committee will be dissolved pending approval of the Bylaws changes..

5.6 Subject: Nominating.

Discussion: Doris Blauet reported that 113 of the 148 ballots mailed to the membership were returned and counted September 14. Lynn reminded Doris to notify the winning officers prior to the Annual meeting.

5.7 Subject: Publications.

Discussion: Diane O'Keefe reported that her last issue would go to the printer Monday, September 19, 1988.

5.8 Subject: State Council.

Discussion: Nancy Winslow announced that the next meeting of the Council will be Wednesday, October 5, 1988. It is scheduled to begin at 5:15 p.m. in the Court of Two Sisters meeting room.

Action: N. Winslow will notify members of the meeting.

5.9 Subject: Technology.

Discussion: Judy Barnes reported that the Technology Directory was completed and would be mailed along with the MISHULS directory. She reported printing expenses of \$130, and recommended using Quick Doc which offeres a 10%. Judy also reported that the Demo Disc Library is assembled and contains 22 programs. The information regarding the Library will appear in the Newsletter.

6.0 Subject: Local Group Representatives.

6.1 Subject: Mid Michigan Health Sciences Libraries (MMHSL).

Discussion: Judy Barnes reporting for Mary Ann Wallace, said the group approved MHSLA's financial support for publicity for MLA 1990 Local Arrangements Committee.

6.2 Subject: Western Michigan Health Sciences Libraries (WHMSLA).

Discussion: Sandra Swanson reported DOCLINE and Nutshell demonstrations held in the area. According to her information the staff at Glendale Adventist Hospital has requested that the institution be placed in an upper cell.

6.3 Subject: Flint Area Health Science Libraries (FAHLSN).

Discussion: Marilyn Schleg reported FAHLSN members approved MHSLA support of publicity for the MLA 1990 conference. Their fall meeting is has been scheduled. She, also, reported that the group met with personnel from the Mott Library, a landmark occasion.

6.4 Subject: Metropolitan Detroit Medical Library Group (MDMLG).

Discussion: Diane O'Keefe asked for volunteers to work on the MLA 1990 Local Arrangements subcommittees. She announced that the Group has formed a research committee. The new committee plans to publish one research article a year and welcomes new members. Valerie Reid, Henry Ford Hospital and Deborah Adams, Botsford Hospital are the contact persons.

7. Subject: Old Business

7.1 Subject: Committee Appointments.

Discussion: Lea Ann McGaugh asked for confirmation of the following appointments: Leslie Behm, Marilyn Schleg (chair), and Marge Kars - Bylaws; Judy Barnes (chair) - Technology Committee. She reported that Sandra Swanson has agreed to be responsible for publication of the Directory. Lea Ann added that the following committees would need chairs: Document Delivery, Publication, and Audit.

Action: The appointments were unanimously approved.

7.2 Subject: Kellogg Telefacsimile Grant.

Discussion: Lynn reported that the grant was not funded. Based on further investigation Mildred Kingsbury suggests that the project is no longer viable because many institutions already have FAX equipment.

7.3 Subject: HIRA Gift.

Discussion: The Board discussed using \$1,000 in support of MLA Local arrangements. The money was to be targeted for publicity. Marilyn Schleg recommended that the Board use the funds for a project with a clearer audiovisual focus. After further discussion the Board agreed that HIRA funds should not be used for the MLA gift and would be held in reserve for special projects. Discussion of additional uses of the HIRA funds was tabled.

Action: The Board approved the \$1,000 donation to support publicity activities of the Local Arrangements Committee of MLA 1990. HIRA funds will not be used for the donation.

Lynn asked members to suggest potential donors for the MLA Conference. The following were suggested: Dow, Kellogg, Upjohn, and Little Ceasars.

7.4 Subject: Membership Brochure.

Discussion: Lea Ann, reporting for Mildred Kingsbury and Norma Powers, said that the preliminary sketches for the brochure were unsatisfactory. Mildred and Norma have provided copy of the text for comment and revision.

Action: L. McGaugh will mail copies of the text for the brochure to the Board for comment at the next meeting.

8.0 Subject: New Business.

8.1 Subject: MHA Affiliation>

Discussion: Lynn has signed the official affiliation between the Michigan Hospital Association and MHSIA. She currently receives mailings from the Association. Since the annual Council meeting will take place at the same time as the 1988 Conference, Lynn said she will be unable to attend.

8.2 Subject: 1989 Educational Conference, Mackinaw

Discussion: Lea Ann McGaugh reported on the results of the Association's 1989 Conference Planning Committee's site visiton Mackinaw Island. The following arrangements were offered: large exhibit and three free meeting rooms; free AV equipment; \$95 per person per room + 18% tipping + 4% sales tax + \$3.50 baggage and handling are room rates. The room rate includes breakfast and dinner. Lea Ann said the Conference will be expensive. Conference dates are Wednesday, Thursday, and Friday, September 13 - 15, 1989. Early registration will be Tuesday, September 12. The Planning Committee will need assistance from MHSIA affiliates.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted



Sandra I. Martin
Secretary