



Michigan Health Sciences Libraries Association

MHSLA EXECUTIVE BOARD MEETING

Sheraton Fashion Square

Saginaw, Michigan

October 4, 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

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- 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, TAMIC
Melba Moss, TAMIC
Mildred Kingsbury, Local Arrangements 1989, UPHSLC
Sandra Swanson, WMHSLA
Leslie Behm, Bylaws Committee
David Keddle, Document Delivery Committee
Betty Marshall, Document Delivery Committee
Carole Gilbert, Education Committee
Betty Crawford, Local Arrangements, 1988
Doris Blauet, Nominating Committee
Judy Barnes
Nancy Winslow, State Council
Lorraine Obrzut, Legislation
Patricia Bristor, Collection Development
Jane Claytor, Incoming Treasurer

Lynn Sorensen Sutton, President called the meeting to order at 8:10 p.m.

1.0. Subject: Presidential Remarks.

Discussion: Lynn Sutton announced that Barbara Kormelink agreed to serve as Parliamentarian for the Annual Business meeting, October 5, 1988. She thanked the Board members for their cooperation in compiling the Association's procedure manual, which will go to Lea Ann McGaugh as incoming President. Lynn, also reviewed a suggested time table for the Association based on 1988 activity.

Lynn reviewed the agenda for the Business meeting. Stating that one hour was allotted for the meeting, she asked members to briefly summarize activity and ask for questions from the general membership. She reported that Patricia Bristor resigned as chair of the Ad Hoc Committee on Collection Development and that Judy Barnes agreed to present the Committee report. Lynn said that the two items which would be presented

under New Business were: MLA certification/credentialing, which Carole Gilbert would introduce; and the CD-Rom project, which involves Dave Kedde's recommendation to establish a committee to locate funding sources to subsidize the placement of CD-Rom equipment in Michigan health science libraries. The Board discussed Dave's recommendation and approved presentation to the membership.

2.0 Secretary's Report

Discussion: Sandra Martin asked for acceptance of the minutes of the September 16, 1988 meeting. The minutes were approved as corrected.

3.0 Treasurer's Report

Discussion: Carol Aebli distributed copies of the Treasurer's report which detailed the Association's balance of \$22,375.85. She was asked to include this figure as an update to her oral summary at the Business meeting. Carol reported 161 members as an Association all time high. Carol, also, distributed the revised membership registration form.

The Board discussed a "glitch" in the system which allows individuals to receive the newsletter after their membership has expired. Agreeing that only current members should receive the newsletter, the Board proposed the inclusion of a membership expiration date on mailing labels. Judy Barnes stated that the membership expiration date is included in the database she is creating for the Association and that it will print on mailing labels.

Action: C. Aebli will revise membership forms to include the name and address of the incoming treasurer.

Action: The incoming treasurer will copy and distribute incoming forms for the Technology, Document Delivery and Publications Committees.

Lynn discussed instructions for making the Association's contribution to MLA 1990 Local Arrangements Committee. She instructed Carol to make MHSLA's check for \$1,000 payable to the Medical Library Association and to include specific instructions from the President stipulating that the funds are to be used by the Local Arrangements Committee.

Action: L. McGaugh will develop the cover letter including instructions for the MHSLA \$1,000 contribution to MLA 1990. The cover letter and check will be sent to Sharon Phillips, MLA 1990 Local arrangements chair. C. Aebli will make the check payable to MLA.

4.0 Archives

Discussion: Bill Nelton stated that he was prepared to accept archival material from the membership. He asked if there was an assigned photographer for the Conference. He was informed that Stephanie John and Judy Barnes agreed to photograph Conference proceedings.

5.0 Committee Reports

5.1 Ad Hoc Collection Development

Discussion: Judy Barnes reported that except for brief communications with MISHULS the Committee remained virtually inactive, but had planned to meet during the Conference to discuss the output format for Ill information. Lynn reviewed the Committee membership roster which, currently, includes Norma Powers, Jane Claytor, and Kay Kelly.

5.2 Conference Planning

Discussion: Lea Ann reported that there were 62 registrants for the Wednesday sessions ;67 for the Thursday sessions; 50 for the banquet; 16 for the Promotional materials workshop; and 12 for the legal research workshop. Lynn requested that the Committee compile a list of total overall registrants for use in future planning. Lea Ann expressed her concern over apparent declining numbers, citing higher registrations at St Clare and Kalamazoo.

Action: The Conference Planning Committee will compile registration information/statistics including the numbers of total registrants.

Lea Ann introduced the problem of filled workshops and asked for solutions from the Board. Because of room size late registrants for four filled workshops would have to take second choice. The Board recommended that members of the Education Committee check to see that early registrants were seated first and then allow other interested participants to be seated as space allowed.

The Board discussed procedures for speaker reimbursement. Speakers are to be alerted to make application for reimbursement to the Association.

Action: Carole Gilbert and Gayle Williams will arrange speaker's application for reimbursement for conference activities.

The Board discussed an honorarium for the banquet speaker, Tony Armstrong. Although \$50 to \$100 is the norm, the Board decided to send Mr. Armstrong, who declined an honorarium, a thank you letter in lieu of payment.

Action: L. McGaugh will develop and send the Thank you to the Banquet speaker, Tony Armstrong.

5.3.1 Local Arrangements

Betty Crawford reported that November 3 would be the last meeting of the 1988 Local Arrangements Committee.

5.3.2 Committee Assignments/ Executive Board Meetings 1988/89

Discussion: Lea Ann announced the following Committee Assignments: Document Delivery - Dave Keddle, cochair, Betty Marshall, cochair, Jane Claytor, Doris, Blauet, Barbara Kormelink, Doris Mahoney, Ellen O'Donnell, Viju Karnik, Norma Powers, Martha Studaker, and Jill Van Buskirk; Collection Development - Judy Barnes, Leslie Behm, Chair, Jane Claytor, Kay Kelly, Norma Powers, and Nancy Winslow; Education - Carole Gilbert, chair, Janet Everitt, Lois Huisman, Heidi Koch, Yvonne Mathis, Nancy Nicholson, Gayle Williams, Janet Zimmerman; Publications - Nancy Winslow, Chair, Sandra Swanson, Bonnie Swegles, Nancy Ward; Technology - Judy Barnes, Chair, Richard Barnes, Mildred Kingsbury, Mollie Lynch, Donna Marshall, Marilyn Schleg, Barbara Shipman. In addition she asked for Board approval for the formation of an Ad Hoc Committee on Long Range Planning. The Board voted unanimous consent. Lea Ann thanked the committee present who agreed to continue serving.

Action: L. McGaugh will appoint members to serve on the Ad Hoc Committee on Long Range Planning.

Lynn reminded the Board that passage of the new Bylaws would mean the formation of an Audit Committee. Both Bill Nelton and Leslie Behm agreed to serve.

Action: Contingent to the passage of the Bylaws, B. Nelton and L. Behm will serve on the Audit Committee.

Lea Ann announced the following schedule of Executive Board meetings:

Tuesday, December 6, 1988 - Providence Hospital
February/March, 1989 - First Week
May, 1989 " "
July, 1989 Third Week

In order to accommodate conflicting schedules meeting days will rotate starting with the Tuesday meeting in December.

5.3.3 1989 Local Arrangements Committee

Discussion: Mildred Kingsbury informed the Board that the 1989 Educational Conference will begin September 13 and run through September 16. Registration for the Conference will begin Tuesday, September 12. She stated that Barbara Kormelink will survey non registrants for the 1988 Conference to provide guidance in 1989 Conference planning.

Mildred reported that members of the Committee met at the site of the Conference. Meeting date and rooms have been confirmed with the Grand Hotel. She agreed to announce the lower room rates at the 1988 Business Meeting. Mildred announced the next scheduled meeting of the Committee for October 10, 1988 a.m.

5.3.4 Document Delivery

Discussion: None.

5.3.5 Nominating

Discussion: No comment from the chair, Doris Blauet.

Lynn stated that she notified all newly elected officers of the results. Members of the election committee were not notified. Lea Ann questioned the need for secrecy once newly elected officers have been notified. After discussion Board consensus was that the need to involve incoming officers in Board activity superceded the requirements of secrecy.

Action: The Board approved removal of the "gag order" once candidates have been notified of election results.

5.3.6 Publications

Discussion: Diane O'Keefe announced that the Newsletter was distributed on schedule.

5.3.7 State Council

Discussion: Nancy Winslow informed members that she contacted Ruby May at the Regional Medical Library to verify that the proposed revision to State Council meetings met requirements. Leslie Behm asked Nancy to send procedural changes to the Bylaws Committee.

Action: N. Winslow will send formal changes to State Council procedures to the Bylaws Committee for revision to the Constitution and Bylaws.

5.3.8 Technology Committee

Discussion: Judy Barnes distributed the 1989 Committee goals which were developed after phone conversations with members. She announced distribution of the Technology Directory.

5.3.7 Membership Brochure

Asking for Board input Mildred Kingsbury distributed copies of a proposed new member brochure. She quoted the following printing costs: 500 @\$561; 750 @\$572; and 1,00 @ \$583. Board members favored continuing the project and asked Mildred to investigate additional costs for printing 2,000 brochures. The Board felt that copies should be distributed to the general membership at least once as well as to new members and speakers. Members also suggested that the Association make copies available at the 1989 and 1990 MLA Conferences.

Action: M. Kingsbury will investigate printing costs for 2,000 membership brochures and obtain presidential approval for additional costs.

6.0 New Business

6.1 MACHIS

Discussion: Dave Keddle announced the formation of a new organization, the Michigan Association of Consumer Health Information Specialists (MACHIS). The officers are: Dave Keddle, president; Judy Barnes, secretary; and Linda Ellers, treasurer. Judy stated that information about the Association would be available during the Conference.

6.2 Support Staff Programming("Mini/ Micro" Conference)

Discussion: The Board discussed programming for support staff and their role in the Association. Carole Gilbert, stating that the idea was discussed in Education Committee meetings, suggested that a DOCLINE workshop could be geared toward support staff. Dave suggested that the Association sponsor a one day long meeting, which would allow support staff the opportunity to participate in Association activities and would address staffing concerns and cost restraints encountered with longer meetings. Carole agreed to discuss the option of scheduling a workshop with the Education Committee. Judy Barnes stated that the Mid Michigan Group had held similar discussions and suggested the Lansing area as a possible site because of its central location. Judy agreed to ask the Mid Michigan Health Science Libraries for their participation in sponsoring the conference. Based on continuing interest in basic library courses, the Board recommended offering the workshop to non MHSLA institutions as well.

Action: C. Gilbert and J. Barnes will work with the Education Committee and the Mid Michigan Health Sciences Libraries in sponsoring a one day "mini/Micro" workshop for support staff and non MHSLA institutions to be held Spring, 1989.

7.0 Adjournment

Lynn Sorensen Sutton thanked the Board and Committee chairs for their hard work.

The meeting adjourned at 10:03 p.m.

Respectfully submitted



Sandra I. Martin