



Michigan Health Sciences Libraries Association

MHSLA EXECUTIVE BOARD MEETING
Providence Hospital
Southfield Michigan
December 6, 1988

Table with 2 columns: Affiliated Groups and checkboxes. Groups include 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, and Western Michigan Health Sciences Libraries Association.

- List of names and titles: Lea Ann McGaugh, President; Diane O'Keefe, President-Elect, MDMLG; Lynn Sorensen Sutton, Past President; Sandra I. Martin, Secretary; Jane Claytor, Treasurer; Bill Nelton, Archivist; Ria Lukes, FAHSLN; Mary Anne Wallace; Kay Kelly, NMHSLG; Melba Moss, TAMIC; Mildred Kingsbury, UPHSLC, Local Arrangements, 1989, Nominating; Stephanie John, VRHSL; Sandra Swanson, WMHSLA; Leslie Behm, Audit Committee, Collection Development; Marilyn Schleg, Bylaws Committee; Doris Blauet, CD-ROM; David Keddle, Document Delivery Committee; Betty Marshall, Document Delivery Committee; Carole Gilbert, Education Committee; Marge Kars, Long Range Planning Committee; Nancy Winslow, Publications; Judy Barnes, Technology.

Lea Ann McGaugh, President, called the meeting to order at 10:15 a.m.

1.0. Subject: Presidential Remarks.

Discussion: Lea Ann reported committee assignment activity. Dina Nameth and Nancy Ward have both resigned from Publications. Louise Dorman and Esther Yen have indicated a desire to serve. Lea Ann asked Sandra Martin to distribute the Executive Board Roster and Address Lists.

Lea Ann reviewed arrangements for the 1989 Executive Board meetings. The next meeting is scheduled for Friday, March 17 at Flint Osteopathic Hospital. The meeting will begin at 11:00 a.m. The Conference Committee will meet at 10:00 a.m. Lea Ann continued with the following schedule: Tuesday, May 9, 1989 - Butterworth Hospital, Grand Rapids; Friday, July 21, 1989 the "new" Library of Michigan. Bill Nelton will arrange the July meeting.

As update of Presidential activity Lea Ann said that she had filed the Association's application for entry in the Michigan Associations Directory. In addition both the MHSLA contribution to MLA 1990 Local

Arrangements Committee and the thank you letter to Mr. Tony Armstrong were sent.

The Board discussed briefly results from the Conference Survey questionnaire which was developed by Barbara Kormelink.

2.0 Subject: Secretary's Report.

Discussion: Sandra Martin asked for additions and corrections to the minutes of the October 4, 1988 Executive Board meeting. After discussion Betty Marshall moved acceptance as corrected. Judy Barnes seconded.

In addition Sandra asked for additions or corrections to the draft of the annual meeting, which was distributed with the membership renewal forms. Formal approval of the Business Meeting minutes will take place at the annual meeting.

3.0 Subject: Treasurer's Report

Discussion: Jane Claytor distributed the report received from Carol Aebli and said that she and Carol would meet in December to finalize the records transfer.

The Board discussed projected Conference losses of \$3,492.24. Unexpected travel fare increases were isolated as contributing to the losses. Lea Ann voiced a concern that yearly activity might exceed the Association's balance. She gave newsletter printing costs as an example of activity which would need financing. Nancy Winslow suggested printing fewer issues and in-house printing to curtail expenses. Cost recovery for MISHULS was discussed as well.

**Action: The Board recommended reducing the number of Newsletter issues from four to three per year.**

Because of the projected deficit Lea Ann raised the question of a dues increase. Brief discussion followed. Board members suggested the following cost saving measures: a call for volunteers/donations from the membership; a shortened newsletter; placing a "cap" on speaker expenses. Further discussion of the increase was tabled until the March meeting.

**Action: L. McGaugh will include discussion of a dues increase on the March 17 agenda.**

The Board discussed 1989 projections. Jane requested that an accountant review the Association's financial records. The Audit Committee also recommends this action. Jane asked committee chairs present to discuss their projections. Marilyn Schleg presented a request on behalf of the Bylaws Committee to purchase Word Perfect 5.0. The Word processing program could be used for both Bylaws changes and Newsletter production. Judy Barnes offered to test Word Perfect with production of the January issue.

**Action: J. Barnes and N. Winslow will test the feasibility of using Word Perfect for Newsletter production. The next issue will be a photocopied rather than printed product. The Executive Board will make further production recommendations after the first run.**

During the presentation of the Document Delivery Committee projections the Board discussed MISHULS production. Betty Marshall was asked to investigate current pricing and cost recovery.

**Action:** B. Marshall will evaluate MISHULS cost recovery including any necessary price increase and purchase/ expense patterns.

**Action:** J. Claytor will include projected income from committees in future reports.

During presentation of potential expenses for the Education Committee Carole Gilbert asked if the Committee should include an inflation factor to allow for increases in transportation costs. The Board directed Carole to include the factor in her budget projection.

**Action:** N. Winslow moved acceptance of the draft of the 1989 budget as amended. Seconded by D. Blauet the motion carried.

**Action:** L. McGaugh will ask N. Powers to hold further production of the membership brochure until further direction from the Board.

4.0 Subject: Archivist Report.

Discussion: Bill Nelton reported that a MHSLA display depicting membership distribution throughout the state was exhibited at the Lansing Convention Center during Capital Health Promotion Days. The exhibit also includes historical information. The Board suggested that Bill exhibit the display at the Annual Meeting and contact Dina Nameth to discuss its inclusion at the MLA Boston meeting.

5.0 Subject: Committee Reports.

5.1 Subject: CD ROM.

Discussion: Doris Blauet had no formal report because the Committee had not met.

5.2 Subject: Collection Development.

Discussion: Lea Ann reported that Leslie Behm is planning to meet with her committee in January or February. Leslie has drafted a letter for distribution to the membership concerning the journal project.

5.3 Subject: Long Range Planning.

Discussion: Lea Ann reporting for Marge Kars said the committee has isolated the following focal points: research, MLA Chapter status, Dues, Education, Long Range Planning Committee status, and institutional memberships. Lynn Sutton added the group consensus which is that MHSLA must insure the health of individual libraries in order to insure the health of the Association.

5.4 Subject: Audit Committee.

Discussion: Lea Ann reviewed the report from Leslie Behm which included the Committee's goals and objectives and asked for comment. The

Committee asked for Board approval to have an accountant set up the Associations' books according to accepted standards and practices. Leslie plans to submit a full report by the next meeting.

**Action:** L. Behm will obtain estimates for accountant fees for setting up the Association's books.

**Action:** M. Schleg will obtain procedural information on setting up accounts.

5.5 Subject: Bylaws.

Discussion: Marilyn Schleg reviewed the timetable. August 8 is the deadline for distributing revisions to the membership. Marilyn plans a conference call to the committee in January to isolate sections needing revision. Preliminary areas isolated are: Document Delivery and State Council structure. Based on anticipated substantive changes Marilyn suggested mailing the Bylaws with revisions on 8 1/2 x 11 paper rather than in booklet form as previously recommended. She asked the Board to recommend recipients for the mailing.

**Action:** M. Schleg will distribute the Bylaws to 1989 paid members.

5.6 Subject: Conference Planning

5.6.1 Subject: Education.

Discussion: Carole Gilbert announced the theme for the 1989 conference: Grand Foundations and Grand Opportunities. She reviewed the schedule, asking for Board input. The schedule included 2 CE courses: Basic Budgeting and Gerontology and Gerontological Information Sources. The Committee has scheduled Kaycee Hale as the keynote speaker. Carole relayed the concern over rising speaker costs and asked for ideas to reduce increases. The Board discussed a flat fee or honorarium for contributed papers rather than the room, board, mileage and conference registration provided in the past. An additional suggestion for conference activity was a contest involving participants which will increase exhibit attendance.

**Action:** The Board approved a flat rate of \$50 per contributed paper.

**Action:** J. Claytor will pass along the contest/drawing suggestion to D. Keddle.

5.6.2 Subject: Local Arrangements.

Discussion: Lea Ann reviewed Mildred Kingsbury's activities including her goals and time lines. Millie has distributed letters to potential contributors and has already received some positive responses. She reports that she is trying to keep a lid on costs. Carole Gilbert suggested eliminating one day registrations. There will be a minimum two day fee.

5.7 Subject: Document Delivery.

Discussion: Betty Marshall reported that the updated tapes would be sent to NLM on February 10, 1989. She asked the local area

representatives to remind their constituents of the January 15 deadline for corrections to be included in the February tape. The first meeting of the new year is planned for March, 1989.

Sandra Martin asked if the Committee could provide an illustration or chart which explains the basis of the various lists. The request arose out of discussions with members of MDMLG. Lynn said that the information was supplied in her article in the 1984 MLA Bulletin.

**Action: L. Sutton will check the existing chart for comprehensiveness. It should include GRMLN and SERHOLD information.**

5.8 Subject: Nominating Committee.

Discussion: Mildred Kingsbury has made preliminary inquiries for candidates. Based on the results she questioned the need to have more than one candidate per office. After a brief discussion the Board recommended that Millie for the current year continue to solicit more than one candidate.

5.9 Subject: Publications.

Discussion: Nancy Winslow announced deadline dates, the January 21, May 21 and July/August mailing dates and said that the first issue for 1989 would be distributed in January. She also reviewed the Committee goals.

**Action: N. Winslow will revise the Committee procedure manual restricting publication to three issues per year.**

5.10 Subject: State Council.

Discussion: Nancy Winslow distributed a draft of the revised Council structure and asked for comment and Board approval. After discussion the Board decided to hold final approval until the draft has been approved by Ruby May, GRMLN.

**Action: N. Winslow will submit the revisions to Ruby May for approval and clarification. M. Schleg will amend the Association's Bylaws to reflect the GRMLN determination.**

5.11 Subject: Technology.

Discussion: Judy Barnes reviewed Committee goals and reported that the new database contained 1987 information on 175 persons. The names have been coordinated with a MISHULS or MHSLA designation. In addition the Committee plans to continue producing updates to the technology directory, and to survey participants on its utility. The survey will contain questions relating to how much participants would be willing to pay for its production. The Board recommended that cost recovery be included in production considerations.

5.12 Subject: Local Groups.

5.12.1 Subject: FAHSLN.

Discussion: Ria Lukes, Chair, reported results of recent elections.

FAHSLN plans to meet with Public Librarians during 1989 to discuss cooperation.

5.12.2 Subject: MDMLG.

Discussion: None.

5.12.3 Subject: WMHSLA.

Discussion: Sandra Swanson reported that one of the CE courses projected for WMHSLA is an April Dialog training session. On behalf of Janet Zimmerman, Foot Hospital, Judy Barnes requested That Local Area Reps send a list of people who would be interested in a support staff/technician workshop.

6.0 Subject: Old Business.

Discussion: Lea Ann announced the December 14 Michigan State University Librarians meeting and said that concerns for the meeting should be sent to Stephanie John.

Lynn Sutton asked about progress on the position statement regarding for profit hospitals under development by the Document Delivery Committee.

The meeting adjourned at 4:13 p.m.

Respectfully submitted



Sandra I. Martin