



Michigan Health Sciences Libraries Association

MHSLA EXECUTIVE BOARD MEETING
Flint Osteopathic Hospital
Flint, Michigan
March 17, 1989

Affiliated Groups

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

- List of attendees and roles: 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 MMHSL; 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 Committee; Marilyn Schleg, Bylaws Committee; Doris Blauet, CD-ROM; David Keddle, Document Delivery Committee; Betty Marshall, Document Delivery Committee; Carole Gilbert, Education Committee; Nancy Winslow, Publications; Judy Barnes, Technology.

1.0 Call to Order

Lea Ann McGaugh, President, called the meeting to order at 10:02 a.m.

2.0 Subject: Presidential Remarks.

Discussion: Lea Ann Announced Dave Keddle's appointment to the GMRMLN Executive Board. She also announced the following Board meeting changes: the meeting scheduled for Tuesday, May 9 will be hosted by Judy Barnes at Lansing General Hospital, the following meeting will be hosted by Bill Nelton Friday, July 21 at 9:30 a.m. in the Lake Superior Room at the State Library.

Lea Ann requested that annual reports, which are due earlier this year, be typed on MHSLA letterhead and submitted to Mildred Kingsbury by August 1, 1989. In addition Lea Ann thanked the Board for submitting committee objectives.

Action: Annual reports should be typed on MHSLA letterhead and submitted to M. Kingsbury by August 1, 1989.

Lea Ann reported receiving the following correspondence: a note from Pat Wolfgram which urged the Board to send a thank you to Betty Crawford for her contribution to the Association. Although such action is not normal practice, it was approved for both Betty Crawford and Hildegard Joseph. Lea Ann also reported receiving a request for a donation to the Earthquake relief fund. After discussion the Board rejected approval of the donation

Action: L. McGaugh will send acknowledgments to H. Josef and B. Crawford for their contributions to the Association.

Action: Approval of Donations for the Earthquake Relief Fund were rejected.

3.0 Subject: Secretary's Report.

Discussion: Sandra Martin asked for corrections to the minutes of the December 6, 1988 meeting. After discussion Mildred Kingsbury moved and Betty Marshall seconded acceptance as corrected.

Action: The minutes were approved as corrected.

4.0 Subject: Treasurer's Report.

Discussion: Jane Claytor distributed copies of the revised budget, reporting a balance of \$6,338.29. Jane said that the following checks issued in November of 1988 had not cleared and were reported missing: 1) \$1,000 contribution to the MLA 1990 Local Arrangements Committee, which Sharon Phillips never received; and 2) a check for \$329.89 made out to the Valley Regional Health Sciences Libraries Association for conference expenses. The Board recommended that Jane issue new checks pursuant to "Stop Payments" for both missing items.

Action: J. Claytor will arrange stop payments for missing checks for MLA 1990 Local Arrangements and for VRHSL. She will give the reissued MLA check to Lynn Sutton.

Action: J. Claytor and S. John will locate a contact to make arrangements for reissuing the check to the VRHSL.

The Board discussed the format for reporting budget activity and asked if figures for the same period 1987 were available. Reviewing budgeted items board members indicated some possible savings and other income which should be included to provide a more accurate picture of the Association's financial status. L. Behm stated that the Audit Committee wanted to review the record keeping mechanism with Jane. After some additional discussion the Board recommended that the contribution of Ms Sue Ellen Hozman, Lansing General Hospital, toward publication of the newsletter and directory be acknowledged.

Action: N. Winslow will publish acknowledgment of Lansing General Hospital's contribution in the MHSIA Newsletter.

Action: J. Claytor and L. Behm will develop a budget format which reflects all expenses and income. The format will be presented separate from the treasurer's report.

The Board also discussed mechanisms of bonding the treasurer; recommending bonding in the amount of \$20,000 for 2 1/2 years.

Action: M. Schleg moved and D. Blauet seconded bonding the treasurer in the amount of \$20,000 for a period of 2 1/2 years. The motion carried.

Action: The Board recommended that bonding fees be included in the treasurer's budget.

Action: All officers, Board members and committee chairs should submit projected expenditures and income to the treasurer. Projections should include institutional/individual contributions to provide a more accurate picture of the Association's total expenses.

Jane requested approval of payment of \$255.38 for printing work on the membership brochure. Lea Ann explained that the amount was previously authorized and directed Jane to issue the payment.

Action: D. Blauet moved and M. Wallace seconded approval of the treasurer's report.

5.0 Subject: Archivist's Report.

Discussion: Bill Nelton requested that the Board continue to submit reports and pictures. He said that he has developed a 4' x 7' display which incorporates the following wording from the membership brochure: "purpose, benefits, and history." The Board suggested that the display be placed in the Library of Michigan.

Action: B. Nelton will make arrangements for placing the display in the Library of Michigan.

6.0 Subject: Committee Reports.

6.1 Subject: Ad Hoc Committee on CD-ROM.

Discussion: Doris Blauet reported that the Committee surveyed the membership to ascertain the level of interest in the CD-ROM project. The response was overwhelmingly in favor of the project. In addition a number of members have volunteered to assist in developing grant proposals.

6.2 Subject: Ad Hoc Committee Long Range Planning.

Discussion: Lynn Sutton reported for Marge Kars on Committee activity. Members were asked to comment on each of the issues previously isolated. The issues of institutional membership and dues increase engendered such discussion that they have been specifically targeted for further investigation. The Committee will meet within the next month to discuss general long range plans.

6.3 Subject: Audit Committee.

Discussion: Leslie Behm distributed copies of a sample format for the treasurer's report, income and expenditure ledgers suggested by Mr. Richard Crandall, accountant. Leslie recommended that the Board adopt the proposed format with the addition of a "gift" column, which indicates individual/institutional donations, to the income ledger. She added that Mr. Krandell was investigating ledger books which would be suitable. Board members discussed the possibility of automating the suggested format in the future.

Action: L. Behm moved and B. Marshall seconded adoption of the proposed bookkeeping formats. The motion carried.

Action: M. Schleg will express the Association's gratitude to Mr. R. Crandall, her father, for his assistance. L. McGaugh will follow up with a formal acknowledgment at the end of the year.

6.4 Subject: Bylaws Committee.

Discussion: Marilyn Schleg reported that the Committee has reduced previous budget projections to \$220 which includes postage and which eliminates a request for word processing software. Marilyn asked Board members to assist in distributing the revised Bylaws. During the year the Committee will review and revise the following areas: president elect vacancy; State Council restructure; Document Delivery Committee.

L. Behm asked for Board direction on the issue of a single candidate slate. Members discussed the following issues: 1) the single candidate slate is a recurring theme; 2) the insistence on presenting more than one name may deplete the leadership and the number of viable candidates for office; 3) the necessity of bylaws revision. The Board further discussed possible election procedures including balloting.

Action: M. Kingsbury moved and J. Claytor seconded support of the one candidate slate and charged the Bylaws Committee with examining and drafting bylaws to incorporate the necessary provisions. The draft will be submitted to the Board by the May meeting.

Action: The Committee will develop a letter describing the change which will accompany the new revisions.

6.5 Subject: Conference Planning.

6.5.1 Subject: Education.

Discussion: Carole Gilbert distributed copies of the workshop schedule and estimated conference and speaker expenses. The Board assisted in resolving some scheduling conflicts as Carole reported on additions and corrections. Board members isolated a need for small group meeting space. Carole reminded the Board to submit questions for the Apple, e Users workshop to Judy Barnes.

Action: M. Kingsbury will check availability of rooms for small meetings.

The Board discussed conference expenses. Carole reported a total cost for both CE courses of \$2700. \$100/ 15 participants and \$125/ 12

participants are break even fees. The speakers have been given a maximum expense amount. Carole added that local speakers have been informed that they will receive mileage and lodging. Total program costs were projected at \$7500.

Action: J. Barnes moved and D. Blauet seconded setting CE course fees of \$125/member and \$150/nonmember. The motion carried.

Carole responded to the David Keddle/Caryl Scheuer memo regarding the 1988 Conference report and Survey. She said that the Education Committee took exception to some statements. Of note is the fact that the amount of free resources is not unlimited but is dwindling. Carole also pointed out that funds are being used in accordance with the wishes of the membership subject to Board approval. The Conference is intended to be self supporting. Further discussion highlighted the fact that the Board is currently addressing some of the other concerns espoused including regulation of speaker fees. The Board suggested sending a response to Dave describing recent activity.

Action: L. McGaugh will respond to D. Keddle and C. Scheuer thanking him for bringing some mutual concerns to the Board's attention and stating that the issues of bringing conference costs and the Association finances in line, as well as that of soliciting local and national expertise are being addressed.

6.5.2 Subject: Local Arrangements.

Discussion: Mildred Kingsbury reported projected total local arrangement expenditures of \$4,333. Her goal is to raise \$3,000 to \$4,000 in vendor contributions to cover some of the expenditure. To date 16 vendors have agreed to exhibit. Space is available for an additional 7 vendors. Vendor fees were set at \$100. Millie also reported that the initial mailing and publicity arrangements are under way.

Action: D. O'Keefe will collect all fee and cost information for both Education and Local Arrangements and prepare a conference budget to present at the May meeting so that the Board can set conference registration fees.

6.6 Subject: Document Delivery.

Discussion: Betty Marshall reported that a combined DOCLINE invoice for 1988 and 1989 will be mailed to participants during the month. The charge is \$20/institution. The Board discussed the projected fee increases for the product to ensure cost recovery. Betty also questioned the practice of charging MLC and MISHULS participants the same fee. Lynn stated that MHSIA has a gentleman's agreement with MLC established some years ago.

Action: The Board recommended continuing the agreement with MLC to charge the participant fee for MISHULS.

Action: B. Marshall moved and D. Blauet seconded the following increases for MISHULS: 1) MISHULS participants - \$35/ Fiche copy, \$60/ paper copy; 2) Non-participants - \$60/ fiche copy, \$110/ paper copy.

6.7 Subject: Nominating Committee.

Discussion: Mildred Kingsbury reported that the following members have agreed to run for office: President - Marge Kars and Deborah Adams; Secretary - Judy Barnes and Lois Huisman; Nominating Committee - Norma Powers, Sandra Martin, Mary Joe Wyels, David Keddle, Marilyn Schleg, Theresa Scram. Only two local area groups remain to submit candidates to the nominating committee. Millie will complete the slate upon hearing from them and submit it to the Board for approval at the May meeting.

6.8 Subject: Publication.

Discussion: Nancy Winslow asked for Board reaction to the revised newsletter format. Members voiced their general approval of the format and recommended its continuance. Nancy also announced the revised publication schedules. The third newsletter will be available July 31. Lea Ann thanked Nancy for her efforts.

Action: L. McGaugh will prepare an article for the newsletter to promote the 1989 annual conference.

6.9 Subject: State Council.

Discussion: Nancy Winslow reported that she is still awaiting approval of the Council restructure from GRMLN. She will notify the Bylaws Committee to make the necessary revisions as soon as she receives word from Ruby May.

6.10 Subject: Technology Committee.

Discussion: Judy Barnes reported that the membership directory database will be updated. Judy recommended developing guidelines for distributing mailing labels. The Board discussed the advisability of updating the Technology Directory. Judy would like to survey the membership to determine the directory's use. She suggested including a portion on technology in the upcoming hospital survey and would like to work with Dina Nameth and the survey committee.

Action: The Technology Committee will delay production of the Directory for one year.

Judy reported plans to submit an article to the Newsletter concerning a shareware program which will enhance the use of contemporary disc drives. She will include one or two other programs with library application as well. The Committee has discussed developing a workshop on data and file transfer over telecommunication lines.

7.0 Local Area Representatives.

7.1 Subject: FAHSLN.

Discussion: Ria Lukes reported that FAHSLN has made preliminary arrangements for a one day conference in 1990. As envisioned the conference will include a keynote speaker, business meeting and

workshops. In an effort to save costs it is anticipated that the keynote speaker will also conduct one of the workshops. FAHSLN is attempting to keep fees as low as possible. Ria asked the Board for additional suggestions. Lea Ann recommended that the Network obtain a local speaker.

7.2 Subject: MDMLG.

Discussion: None.

7.3 Subject: MMHSL

Discussion: Mary Ann Wallace announced the election of Judy Barnes and Doris Asher as WMHSLA chair and secretary respectively. WMHSLA has prepared a syllabus of the search enhancements from the fall NLM Technical Bulletins which was distributed during the past meeting.

7.4 Subject: VRHSL

Discussion: In lieu of a formal report from VRHSL Stephanie John announced that the previously described meeting with the Michigan State University librarians was very unsatisfactory. In addition Stephanie announced that she sent an expression of her concern for BRS since the takeover to Macmillan. Her plea for continued good service was answered and she will submit copies to Nancy for publication in the MHSLA Newsletter.

Action: S. John will submit copies of her letter and the response to N. Winslow for publication.

7.5 Subject: WMHSLA.

Discussion: Sandra Swanson reported that WMHSLA plans a DOS workshop which will include discussion of front end programs at the June meeting.

7.6 Subject: UPHSLC.

Discussion: Mildred Kingsbury reported that CD-Rom capability will be available at Marquette General within in the next two months. In addition her library holdings will be available in NOTIS by the summer.

8.0 Subject: Old Business.

Discussion: In response to questions from Jane Claytor concerning mailing labels for bylaws distribution Marilyn reported that the Bylaws were distributed to thosers who were paid members for 1989.

9.0 Subject: New Business.

9.1 Subject: Dues Increase.

Discussion: Lynn Sutton reported on discussion in the Long Range Planning Committee of a dual membership categories; stating that opinion was divided among Committee members. Lynn distributed copies of the Proposal to Investigate Establishment of Dual Membership Categories: Institutional and Personal, which incorporates discussion of dues issues. Although the proposal reflects her ideas and not a Committee consensus, the Board was asked to review the document as a springboard for further discussions. Local area representatives from FAHSLN, MMHSL, WMHSLA, AND UPHSLC expressed area support for an increase of up to \$25. Further discussion was tabled until the May meeting.

Action: L. McGaugh asked that Board members review the "Proposal to Investigate Establishment of Dual Membership Categories: Institutional and Personal" for the May meeting.

9.2 Subject: MHSIA Hospital Survey.

Discussion: Lea Ann reported that Dina Nameth plans to repeat the Hospital survey in compliance with previous Board requests. She anticipates reactivating the former ad hoc committee and revising the form in Fall, 1989. Mailing is planned for Spring, 1990. Her preliminary budget projections include questionnaire reproduction. She is also investigating the feasibility of computerizing the survey results. She will present a budget to the Board before making any firm commitments.

9.3 Subject: Membership expirations.

Discussion: Jane Claytor distributed a list of unpaid/expired memberships and asked Board members to make corrections or deletions. The Board discussed the provision of a deadline for renewal as stated in the Bylaws. Although the Bylaws only provide for two notifications before membership expiration on March 1, the Board approved a third notice.

Action: J. Claytor will distribute a third notice to delinquent members which will inform them that in accordance with MHSIA Bylaws their membership has been suspended effective March 1, 1989.

9.4 Subject: Announcements.

Discussion: Carole Gilbert announced a workshop for beginning librarians. Janet Zimmerman is coordinating the program which will be conducted by Hildegard Josef and Carole at Foote Memorial Hospital in Jackson, Michigan. The workshop, scheduled for June will focus on reference searching and include both print and online sources.

Lynn Sutton announced that Wayne State University Science Library serial holdings are now available in DOCLINE.

10.0 Adjournment.

The meeting was adjourned at 3:25 p.m.

Respectfully submitted

A handwritten signature in cursive script that reads "Sandra I. Martin". The signature is written in dark ink and is positioned above the printed name.

Sandra I. Martin