



Michigan Health Sciences Libraries Association

MHSLA EXECUTIVE BOARD MEETING Lansing General Hospital Lansing, Michigan May 9, 1989

Affiliated Groups

Flint Area Health Sciences Library Network	<u>P</u>	<u>A</u>
Metropolitan Detroit Medical Library Group	<u>X</u>	
Mid-Michigan Health Sciences Libraries	<u>X</u>	
Northern Michigan Health Sciences Libraries Group	<u>X</u>	
Thumb Area Medical Information Consortium	<u>X</u>	
Upper Peninsula Health Science Libraries Consortium	<u>X</u>	
Valley Regional Health Science Librarians	<u>X</u>	<u>X</u>
Western Michigan Health Sciences Libraries Association	<u>X</u>	
	<u>X</u>	
	<u>X</u>	
	<u>X</u>	
	<u>X</u>	
	<u>X</u>	
	<u>X</u>	
	<u>X</u>	
	<u>X</u>	

- Lea Ann McGaugh, President
- Diane O'Keefe, President-Elect
- 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 Committee 1989, Nominating
- Stephanie John, VRHSL
- Sandra Swanson, WMHSLA
- Leslie Behm, Audit Committee, Collection Development Committee
- Marilyn Schleg, Bylaws Committee
- Doris Blauet, CD-ROM, MDMLG
- David Keddle, Document Delivery Committee
- Betty Marshall, Document Delivery Committee
- Nancy Winslow, Publications
- Judy Barnes, Technology

1.0 Call to Order.

Lea Ann McGaugh, President, called the meeting to order at 11:05 a.m.

2.0 Subject: Presidential Remarks.

Discussion: Lea Ann repeated her request to send annual reports to Mildred Kingsbury by August 1, 1989. She also asked that Board members and committee chair amend their charge as necessary. The amended charges should be sent to her by the next meeting, July 21, 1989. If no corrections are needed an initialed copy of the charge should be sent in time for the July meeting.

Lea Ann introduced Susan Grefsheim, the new head of the University of Michigan Taubman Medical Library, and welcomed her as a visitor to the meeting.

Janet Everett, Upjohn, sent a request for volunteers to work on MC/MLA committees. Lea Ann circulated the sign up sheet which accompanied the request.

Action: Annual reports should be submitted to M. Kingsbury by August 1, 1989.

Action: Amended/revised charges should be submitted to L. McGaugh by July 21, 1989.

3.0 Subject: Minutes.

Discussion: Sandra Martin asked for corrections to the minutes of the March 17, 1989 meeting. The minutes were approved as corrected.

4.0 Subject: Treasurer's Report.

Discussion: Jane Claytor reviewed the May 9, 1989 treasurer's report. The ending checkbook balance was \$5,555.81. She distributed draft copies of the MHSIA ledger. Jane developed the format according to previous recommendation. She plans to meet with Leslie Behm on May 23, 1989 to finalize the format.

Action: J. Claytor and L. Behm will finalize the format for the MHSIA ledger and include a column for "in kind contributions".

Action: Board members and committee chair should include projected expenditures for 1990 in annual reports. Projections should cover "in kind" contributions.

Discussion: Jane distributed copies of the "Employers Fidelity Bond" application. According to the insurer, \$100 is the current fee for bonding the treasurer in the amount \$25,000. In addition contrary to previous information, the position of treasurer is bonded for the 2 1/2 year period not the individual.

5.0 Subject: Archivist's Report.

Discussion: Bill Nelson reported that the MHSIA display does not qualify for exhibition at the Library of Michigan. However, as a member of an Michigan Library Association panel on special libraries he has received permission to exhibit at the MLA annual meeting.

6.0 Subject: Committee Reports.

6.1 Subject: Ad Hoc Committee on CD-Rom.

Discussion: In lieu of a formal report Doris Blauet stated that the Committee continues to work on assigned projects.

6.2 Subject: Ad Hoc Committee on Collection Development.

Discussion: Leslie Behm distributed copies of the minutes of the Committee. She reviewed the charge and goals as detailed in the minutes; stating that it would take at least three years to accomplish them all. After the three year period the Committee plans to evaluate the need to continue as a standing committee.

6.3 Subject: Ad Hoc Committee on Long Range Planning

Discussion: Marge Kars distributed copies of the Committee's summary of recommendations and described the two step process used to formalize the Committee's work. The two steps included consideration of issues of importance to the Association and the development of a long range plan based on the future mission of the Association. The following recommendations resulted from the process: that the Board appoint a research committee ; that the Association not pursue MLA Chapter status; that MHSLA have both personal and institutional memberships; that an Ad Hoc Long Range Planning Committee convene every three to five years; and that the Association offer workshops and CE courses at the annual conference as well as offer them several times a year throughout the state in. The Committee expects to complete their assignments by 1990.

Action: D. Blauet moved and J. Barnes seconded acceptance of the report and Committee recommendations. The motion carried.

Discussion: The Board discussed the issue of a \$30 institutional and \$15 personal membership fee which was addressed by the Long Range Planning Committee. The Board felt that an institutional membership should be tied to DOCLINE participation and approved of higher dues for institutions. During the discussion Kay Kelly suggested that costs for production of the newsletter be included in the membership fee.

Action: J. Barnes moved and D. Blauet seconded approval of the concept of an institutional membership and of the charge to the Bylaws Committee to work the necessary changes into the Bylaws. The motion carried.

Action: The Bylaws Committee will revise the Bylaws to include a provision for institutional memberships and present the amended document at the July meeting.

Action: J. Claytor will prepare a budget to include projected standard expenses to assist the Board in reviewing the dues structure at the July meeting.

Action: The Document Delivery Committee will develop strategies to obtain administrative approval of MHSLA institutional membership fees.

Discussion: Marge reported that the Committee recommended revising the Association's mission statement. The members felt that the Association and the profession have outgrown the current mission statement.

Action: D. Blauet moved and B. Marshall seconded amending the charge of the Committee to include revision of the MHSLA mission statement. The motion carried.

Action: Board members should read the Committee report and be prepared for further discussion at the July meeting.

Discussion: Kay Kelly commended the Committee on the work completed thus far.

6.4 Subject: Audit Committee.

Discussion: Leslie Behm announced plans to meet with the treasurer in June.

6.5 Subject: Bylaws Committee.

Discussion: Marilyn Schleg distributed copies of "draft" changes for 1989. They include revision of Article IV. "Fees & Dues" to include provision for "special assessments." After discussing the concept of a special assessment the Board decided to allow the revision to stand. The action will allow for further discussion by the membership at the annual meeting.

Action: J. Barnes moved and J. Claytor seconded allowing provision for a "Special assessment" of the membership to stand as a revision to the Bylaws. The motion carried.

Discussion: Marilyn continued reviewing proposed changes to the following sections: 1) Article V, Section 2. "Officers" - change to provision for filling vacancies; 2) Article VI, Section 1. "Standing Committees" - revision of parts referring to: appointment to committee membership, the charge to the Education Committee to include both Annual Conference educational activities in addition to regularly scheduled programs, the charge to the Document Delivery Committee and deletion of the section referring to the State Council; 3) Article VIII, Section 1. "Elections" - change to include provision for a single candidate slate.

Discussion: Marilyn distributed copies of correspondence between GMRMLN, Ruby May, and the State Council Chair, Nancy Winslow. The Board discussed the following recommended changes: that the MHS LA Executive Board and the Michigan State Council remain two distinct and separate entities; that the Council should not be a standing committee of the Association; that MHS LA retain the right to send a representative to the Council; and that the MHS LA representative to Council be someone with document delivery experience. Included in the discussion were GMRMLN guidelines for the State Council.

Action: Acceptance of the Committee and Council Chair recommendations including removal of the State Council section from the Bylaws was moved and seconded. The motion carried.

6.6 Subject: Conference Planning.

Discussion: Diane O'Keefe distributed copies of the projected Conference budget including recommendations for fees. The following recommendations resulted from previous Committee discussions: to change compensation for workshop/session presenters, who are MHS LA members from \$100 travel plus one day lodging to a \$50 honorarium; to set conference fee at \$100 based on member presenter's agreement to change their compensation; and to change fees for continuing education courses to \$110/member and \$135/nonmember, which better reflects the MLA fee structure. Committee members decided to recommended changing the level of compensation because of the Association's current grave financial status resulting from 1988 losses of over \$4,000. Jane Claytor pointed out that profits from the 1986 and 1987 conferences did not offset the 1988 losses. In discussing the ramifications of the proposed changes Board members reviewed prior commitments made with presenters. The members of the Planning Committee suggested asking member presenters to

agree to the changes in light of MHSIA's current financial status.

Action: D. O'Keefe moved and M. Kingsbury seconded approval of a \$100 Conference fee based on acceptance of a \$50 honorarium in lieu of travel and lodging by member presenters. In an unprecedented split vote the motion failed.

Action: D. O'Keefe moved and M. Kingsbury seconded offering member presenters a \$50 honorarium in lieu of travel and lodging with the understanding that if rejected the original agreement will be honored. The motion carried.

Action: D. O'Keefe moved and J. Claytor seconded approval of \$115 as the conference fee for MHSIA members. The motion carried.

Action: D. Blauet moved and B. Marshall seconded approval of \$130 as the conference fee for nonmembers. The motion carried.

Action: D. O'Keefe moved and M. Kingsbury seconded revision of the fee for continuing education courses from \$125/member and \$150/nonmember to \$110/member and \$135/nonmember. The motion failed.

Discussion: David Keddle reported that 24 vendors have agreed to exhibit at the Conference. Based on the very positive responses the Local Arrangements Committee expects to receive \$4,000 from vendor contributions in the form of exhibit fees and/or donations.

6.7 Subject: Document Delivery.

Discussion: Dave Keddle reported that the next Committee meeting is scheduled for June 2, 1989. The price for MISHULS fiche was raised from \$35 to \$65. Dave recommended reducing the order to 40 copies of fiche and one paper copy, because the number of orders declined in 1988. Jane Claytor suggested that the order forms include the name of a contact person for order inquiries. Betty Marshall reported that the DOCLINE invoices would be mailed the week of May 5, 1989. Participating institutions will be charged \$10/yr. Invoices will cover two years totalling \$20/ institution for both 1988 and 1989.

6.8 Subject: Publications.

Discussion: Lea Ann asked Doris Blauet, MDMLG representative, to place an announcement of the Conference in the MDMLG newsletter.

The Board briefly discussed additional measures which might help to cut production costs for the MHSIA newsletter. One suggestion was to sell advertising space.

Action: D. Blauet will arrange to place an announcement about the Annual Conference in the MDMLG news.

6.9 Subject: Technology.

Discussion: Judy Barnes announced that the new MHSIA membership directory, which has both membership by institution and membership by individual sections, would be distributed by May 15. She asked that anyone with access to a saddle stitcher contact her.

7.0 Subject: Local Area Group Reports.

7.1 Subject: MDMLG.

Discussion: D. Blauet announced the upcoming business meeting scheduled for Thursday, May 11, 1989 at St Joseph's Hospital, Pontiac Michigan.

7.2 Subject: MMHSL.

Discussion: Mary Ann Wallace announced the forthcoming business meeting scheduled for Thursday, May 11, 1989.

7.3 Subject: VRHSL

Discussion: Nancy Nicholson announced that Valley Regional will meet again in July. She said the VRHSL supports an MHSIA dues increase to \$20. Nancy added that the meeting for library support staff is scheduled for June 16, 1989.

8.0 Subject: New Business

Discussion: None.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted



Sandra I. Martin,
Secretary