



MHSLO EXECUTIVE BOARD MEETING
IMA POTTER LODGE, FLINT
DECEMBER 6, 1989

- Affiliated Groups**
- East 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 Librarians Association

P	A	
X		Diane O'Keefe, President
X		Lea Ann McGaugh, Past President
X		Marge Kars, President Elect
X		Judy Barnes, Secretary, Technology Committee
X		Jane Claytor, Treasurer
X		Bill Nelson, Archivist
X		Rea Lukes, FAHSLN
X		Mary Ann Wallace, MMHSL
	X	Norma Powers, NMHSLG
	X	Melba Moss, TAMIC
	X	Mildred Kingsbury, UPHSLC
	X	Stephanie John, VRHSL
X		Sandra Swanson, WMHSLA
X		Doris Blauet, MDMLG, CD-Rom Committee
X		Leslie Behm, Audit Committee
		Collection Development Committee
X		Marilyn Schleg, Evidance Committee
X		Betty Marshall, Document Delivery
X		Richard Barnes, Publications Committee
X		Lynn Sorenson Sutton, Long Range Planning Committee
X		Yvonne Mathis, Research Committee
X		Sandra Martin, Nominating Committee

CALL TO ORDER:

The meeting was called to order at 10:15 am by President, Diane O'Keefe.

PRESIDENT'S REMARKS:

Diane O'Keefe distributed a revised list of committee chairs and members.

SECRETARY'S REPORT:

The minutes of the September 12 meeting were reviewed. Judy Barnes motioned that they be accepted. Rea Lukes seconded the motion and the motion was carried.

TREASURER'S REPORT:

Jane Claytor gave treasurer's report. Nancy Nicholson motioned that the report be accepted, seconded by Betty Marshall. The motion was carried.

ARCHIVIST REPORT:

Archivist, Bill Nelton mentioned that there would be a Display at the 1990 MLA Conference in Detroit.

AD-HOC CD-ROM COMMITTEE:

Doris Blauet reported that the CD-Rom Committee had received grant application packet from NLM and that the Committee would continue its work on writing the grant. She also reported that the Committee had not submitted a budget but no expenses had yet been incurred and none were expected.

AD-HOC COLLECTION DEVELOPMENT COMMITTEE:

Leslie Behm reported that the Committee had not met since the last Executive Board meeting. She reported that the Committee did not expect any expenses and therefore there would be no budget submitted.

AD-HOC LONG RANGE PLANNING COMMITTEE:

Lynn Sorenson Sutton reported that she had reviewed with Marge Kars actions taken by previous committee. She stated that the Committee was working on the mission statement. Lynn also stated that the Mission statement is part of bylaws so when it is changed *an amendment will have to be written.*

Yvonne Mathis reported that the Mission statement and goals of the Committee had been written. She indicated that the Committee needed to know what the board has in mind. Yvonne also indicated that the Committee could poll the membership to see what they would like the committee to do.

Lea Ann *McGaugh* presented a draft of a research questionnaire prepared by the Committee which could be included in newsletter.

AUDIT COMMITTEE:

Leslie Behm reported that the Committee had not met yet, but would meet at end of month when the books were closed.

BYLAWS COMMITTEE:

Marilyn Schleg reported that Lea Ann *McGaugh* had donated a copy of the computer program PFS Write, to the Bylaws Committee. The intention is that the Bylaws and software to go with to the next chair. In this way there will be no need to re-type the Bylaws each time revisions are made.

Marilyn Schleg also asked for suggestions for changes other than the mission statement. Changes should be submitted to her before February 1, 1990 to allow the Committee time to act on them.

Marilyn asked if the Board wanted a corrected copy of bylaws sent to general membership.

Judy Barnes *moved* and Marge Kars seconded the motion to

include the revised set of Bylaws in the next Membership Directory. The motion was carried.

Leslie Behm will give a copy on disk to Judy Barnes for printing with the Membership Directory.

CONFERENCE PLANNING:

Marge Kars asked the chairs of the Education and Local Arrangements Committees to present their reports.

EDUCATION COMMITTEE:

Nancy Nicholson reported that the Committee would not be doing mid-year program for professionals because of MLA. The Committee may provide a workshop technical support personnel if it does not compete with the proposed MDMLG program.

Nancy reported that the Committee had recommended "In gear for the 90's" as the theme for the MHSLA Conference as a follow-up to MLA's theme of "Gear up for the future", for the Detroit Conference.

She reported that if MHSLA charges \$50.00 per person, and 50 persons attend the conference, the return will be \$2500. If the charge is \$50.00 per person, and 60 persons attend, the return will be \$3000.

Nancy said that Howard Majors would be one of the speakers and is only charging \$100.00 for his honorarium, plus travel, and that one or two others will charge honorarium, travel and lodging.

Doris Blauet motioned that the theme "In gear for the 90's" be accepted for the 1990 MHSLA Annual Conference voted. The motion was seconded by Rea Lukes, and carried.

Discussion - Sandra Martin indicated that we have to stretch pretty far to make this a theme of the conference and suggested that the theme be re-worded to be a slogan.

LOCAL ARRANGEMENTS:

Rea Lukes reported that the Committee had visited different locations, and had evaluated services as well as price. The Committee recommend The IMA Lodge. The fee is 12.50 per person plus 15% gratuity, which includes continental breakfast, lunch and snack. Audiovisual is free and there is no room charge. She reported that the Lodge was the least expensive place in Flint, and it is easy to find. The Committee suggests the Hampton Inn for overnight lodging for members who will have a great distance to travel. Rea indicated that the Board meeting will be at another location. Board members will car-pool to meeting. Rea also suggested that the speaker could stay at the Hampton as well.

Rea motioned that the IMA Potter Lodge be the site of the 1990 MHSLA Conference. Doris Blauet seconded the motion. The motion

was carried.

In talking with vendors, Rea Lukes stated that they were still interested in displaying at the Conference and asked if someone be would willing to set up small displays, if vendors pay for this service.

Marilyn Schleg suggested that since it was a one day conference, at a small place, the vendors would prefer to display at MLA. MHSLA could display small packets, or they could sponsor the folders or something, or MHSLA could charge a small fee for a display materials which could be discarded at the end of the Conference.

Nancy Winslow suggested that if they want to send flyers to insert into packet, MHSLA could charge 50.00 for inserting.

Rea also suggested that the Vendors could underwrite purchase of the bags which would bear their name on one side and MHSLA on the other. Judy Barnes stated that considering the durability of the bags provided by Binding Unlimited compared with those supplied by Faxon, that Binding Unlimited be approached to supply the bags for the Conference.

Rea motioned that the Local Arrangements Committee create a tactful letter to vendors giving them options of what the Committee feels can feasibly be done to accommodate their displays and that there will be a charge not to exceed 50.00, and that they have the option to underwrite any part of the conference that they feel appropriate. The motion was seconded by Doris Blauet and carried.

DOCUMENT DELIVERY COMMITTEE:

Betty Marshall stated that the Committee projected a zero based budget. Betty also said that the Docline tape that was ordered in February 89 was reportedly damaged when it reached NLM. GMRMLN is ordering a replacement of tape to be generated the week of December 2. Because of this no tape will be produced in February, 1990. Updates received before December 1, 1989 will be included in the tape. The next tape will probably be produced according to OCLC's August/September schedule. MISHULS product will also be produced with that run.

Betty stated she would talk with Kim Goldman to arrange schedule of updating the Docline run for inclusion of the tape. She said she called all area representatives to inform them of the situation so that they could relay it to their members.

Betty reported that the MISHULS list went out in November, and that she has set up with Muskegon Community College to run the tape since they are a OCLC member and Hackley Hospital is not.

NOMINATING COMMITTEE:

Sandra Martin reported that the Committee had not met yet but

that she will report at next meeting.

PUBLICATIONS COMMITTEE:

Richard Barnes presented the Goals of the Committee and indicated that the Committee will probably use Wordperfect for production of the newsletter. He reported that the Committee has the use of a scanner for scanning images for incorporating into the newsletter. Richard also stated that publications can be accepted in printed format or on IBM compatible floppy disk, in Wordperfect or ASCII format.

Richard also presented the Committee's budget, but because of the additional expense of printing the Bylaws for distribution as part of the Membership Directory, the budget will have to be revised and reported at the February, 1990 meeting.

STATE COUNCIL:

Nancy Winslow reported that the Council is working on the bylaws. She also indicated there was no report since she has not heard from Dave Kedde regarding the GMRMLN meeting in Chicago.

TECHNOLOGY COMMITTEE:

Judy Barnes reported that the Committee had not met yet. The 1990 Goals and budget were submitted.

LOCAL AREA REPRESENTATIVES:

FAHSLIN: Rea Lukes reported that FAHSLIN is busy working on local arrangements.

MDMLG: Diane O'Keefe reported that MDMLG is working on arrangements for the MLA Conference in Detroit. Conference accommodations will be available at the Weston Hotel while meetings will be held at Cobol Hall.

Diane also stated that in March they will be asking for volunteers to serve on committees for the Conference.

MMHSL - Bill Nelson reported that the Michigan Department of Public Health is starting an Agent Orange Resource Center.

Mary Anne Wallace reported that Lansing General Hospital is bringing online catalog on remote and will be offering an online Bulletin Board Systems (BBS) in the library. Jane Claytor will have CD-ROM in her library and will have a book fair in January to debut the system. MSU has a new director. McPherson - new fax machine. Doris Asher returned to old quarters with a new look, and a computer lab with CD-ROM and 3 computers.

UPPER PENINSULA: Millie Kingsbury reported via written communication that their ROC was funded for new fax machines, and that she plans to retire about April 1991.

VALLEY REGIONAL: Nancy Nicholson reported that Stephanie John had a boy October 3.

WEST MICHIGAN: Sandra Swanson reported that there would be a meeting in March in Kalamazoo. The meeting would be an educational session concerning automation and practical applications in library software. She also reported that their July meeting in Battle Creek is scheduled to coincide with MACHIS (Michigan Association of Consumer Health Information Specialists)

Sandra also stated that the West Michigan group would hold a Fall CE course probably on collection development.

Three new fax machines were also reported in the West Michigan group.

OLD BUSINESS:

Nancy Nicholson distributed financial report and evaluation forms from the Mackinac Island Conference..

She stated that the general consensus was that the conference was well received and that it made money.

Lea Ann McGaugh motioned that a vote of thanks be given the Local Arrangements and Education Committees for their work. Marilyn Schleg seconded, and the motion was carried.

Millie Kingsbury's report indicated there should be a separate Chair for vendors, as apposed to "sub-chair" - ; that there should be a Committee rather than an individual. The general consensus was that the Local Arrangements Committee Chair appoints the vendor liaison. Usually, there are more than one person working with the vendors, but because the group that sponsored the Mackinac Conference was so small, it became virtually a one man job.

Millie also noted the desire for Taping of future conferences. The consensus was that this was not a good idea, because Speakers do not want to be taped, so much material is visually presented that much is lost, the tapes cannot demonstrate the rapport of the audience, that potential attendees would say Why go if its being to be taped, the expense, storage, and handling.

Jane Clavtor stated that there needs to be an alternative arrangement for checks. Now only one person can currently sign checks, so a second signature needed. (The first signature is bonded by the position of secretary.) Nancy Nicholson motioned that the Treasurer investigate bonding of the second signature on checks as the position of President of MHSLA. The motion was seconded Doris Blauet and carried.

Lea Ann McGaugh reported that the MHA meeting October 26, 1989 discussed MHA and its internal workings. MHA has a program about what they think the future is of medicine and hospitals in Michigan in the year 2000. The format is slides and there are different versions depending on the audience. Lea Ann suggested

that this presentation may be good as a possible keynote and recommended scheduling a viewing for a meeting of the Education Committee.

Jane Claytor solicited budget information from committee members.

Jane Claytor stated that the dues letter needs to be changed to reflect the new dues as reflected in the passing of the Bylaws amendments. It was agreed that Jane would keep old version for personal memberships and send separate form for institutional. Jane will modify the forms to identify individual and institutional dues and will consult with The Bylaws Committee on the statement.

Judy Barnes will give Jane Claytor a copy of the draft of the September MHSLA Business Meeting for distribution with the membership forms.

Diane O'Keefe reported that the Convention center had contacted her about scheduling MC-MLA meeting in the area. Judy Barnes reported that MC-MLA had chosen its sites for the next two years and that they did not coincide with meetings in Detroit or Lansing.

Judy Barnes reported that the Technology Committee would work on a directory of published members of MHSLA and asked if members would submit references to their published papers to her for inclusion in the directory.

Judy Barnes circulated list of MHSLA board members for updating information for the MHSLA membership database.

Diane O'Keefe reported that her article on Libraries in Space has been accepted for publication in Special Libraries.

Betty Marshall inquired if MHSLA is tax exempt. Jane responded that it is Federal tax exempt, but not state sales tax exempt.

There being no further business to discuss, Diane O'Keefe motioned that the meeting be adjourned, Doris blauet seconded the motion and the meeting was adjourned at 2:10 pm.

Respectfully submitted

Judith A. Barnes,
Secretary