

MHSLA EXECUTIVE BOARD MEETING  
ST. MARY'S HOSPITAL, GRAND RAPIDS  
APRIL 27, 1990

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

CALL TO ORDER:

The meeting was called to order by President, Diane O'Keefe at 11:10 am.

PRESIDENT'S REMARKS

Diane O'Keefe stated that the Local Arrangements Committee for the Medical Library Association 1990 Conference in Detroit is still seeking volunteers.

Lynn Sorenson Sutton reported that she was involved in the

scheduling of volunteers. Lynn reported that the slots were filled but that they may need last minute replacements. She stated that non MLA members get one day free conference fee if they volunteer.

#### SECRETARY'S REPORT

The Minutes of the December 6, 1989 meeting were reviewed. Judy Barnes moved that the Minutes be accepted as corrected. Betty Marshall seconded the motion and the motion was carried. Ria Lukes asked if the Board could lend corrections to the Annual Meeting Minutes. Judy Barnes suggested that corrections could be noted but that the minutes would not be able to be approved until the meeting in Flint.

#### TREASURER'S REPORT

Jane Claytor gave the Treasurer's Report. Jane reported that seven checks covering the conference fees from the Annual Meeting in Mackinac Island were discovered just prior to this meeting. Since some of the checks were expired, Judy Barnes volunteered to contact the institutions issuing the checks and ask to have them re-issued. Jane reported that the checks total in excess of \$1,000.00, meaning that the conference was more successful than they had originally thought.

Jane reported that there would be the expense of the Docline tape in June, but other than that and the conference costs, there were no major expenses to cover.

Jane indicated that she is beginning to receive checks from the vendors for the Flint conference.

As for membership dues, Jane indicated she had received 83 personal and 58 institutional memberships. She indicated that there were several outstanding institutional memberships to date.

Leslie Behm pointed out the Bylaws states that if the memberships are not paid up by March, that the individual or institution will loose membership. Marilyn Schleg pointed out that according to the Bylaws, institutions who participate in Docline must be members in good standing.

Jane indicated that there were still some outstanding Docline payments for the 1988/89 Docline tapes. Betty Marshall said that she would call the outstanding members regarding non-payment. She suggested that a notice be sent to Docline users that loans not be filled for these institutions.

Betty Marshall also indicated that GMRMLN can deactivate a code for libraries.

Doris Blauet moved that a reminder be sent to the institutions who have not paid memberships indicating that the due date has passed and that they no longer have privileges including Docline and that if not paid by May 30, they will lose docline



privileges. Judy Barnes seconded the motion and the motion was carried.

Jane indicated that there would be some confusion over the mailing list for the conference. Jane also said that Millie Kingsbury has an "outside list" of persons for the mailing.

The consensus of the Board was that the mailing should go to all MHS LA personal members, all MHS LA institutional members and to the outside list.

Doris Blauet moved that the Treasurer's report be accepted. Betty Marshall seconded and the motion was carried.

#### ARCHIVIST'S REPORT

Bill Nelton stated that there would be a display at the Medical Library Association Conference in Detroit. He indicated that it would be somewhat different because it was to be set up on a bulletin board. Lynn Sorenson Sutton agreed to set up the display at the conference since Bill would not be attending. Carol Gilbert moved that the Archivist's report be accepted. Bill Nelton seconded and the motion was carried.

#### AD-HOC CD-ROM COMMITTEE

Doris Blauet reported that a letter was sent to all MHS LA members in April. She indicated that 30 institutions agreed to participate but that most already have some equipment but would like additional equipment. A follow-up letter will be sent to smaller institutions in order to get some of the under-served institutions involved in the grant.

Doris indicated that the Committee was leaning toward CD-Plus which could be purchased at approximately \$2,000.00 per institution.

Judy Barnes suggested that the equipment be decided on when the grant is approved because of the changing technology. Doris Blauet indicated that when the grant is approved that they would involve the Technology Committee in the decision.

Doris indicated that the Committee is trying for a July 1, 1990 decision on the grant application.

#### AD-HOC COLLECTION DEVELOPMENT COMMITTEE

Leslie stated that the Committee had not met yet but that a meeting was to be scheduled for June.

#### AD-HOC LONG RANGE PLANNING COMMITTEE

Lynn Sorenson Sutton reported that the Committee met with a facilitator, Peter Jennings. Peter had questioned the detail and time span covered in the MLA Long Range Plan and indicated that MHS LA would be best to consider a shorter time span. As a result, the Committee will not be using MLA's plan as a model. The Committee's recommendation is that the President and Board

assign implementation to specific committees and the President.

Leslie Behm indicated that the plan should be written as broad as possible for the Bylaws so that it need not be changed.

Marilyn Schleg stated that the deadline for revision of the Bylaws was the July meeting.

The consensus of the Board was that the Plan should be brought back to the July meeting for a vote. Persons with concerns or comments regarding the Plan should address them to Lynn Sorenson Sutton or Marge Kars.

Marilyn Schleg stated that the Bylaws Committee would come prepared with a revision of the statement of purpose at the July meeting.

#### RESEARCH COMMITTEE

Yvonne Mathis reported on the Research Committee survey results. She stated that no negative feedback was received with regard to the mission or goals of the committee. She stated that 40 responses were received. Thirty-nine responses favored maintenance of the committee. She indicated that the results of the survey proved that the Committee was on track and that most respondents were interested in having the Committee research the impact of the library on the organization. The Committee will undertake review of what has been done, where monies come from, and time available to librarians who will participate. Yvonne stated that there would be an item in the July MHSLSA News regarding the Committee's plans.

Carol Gilbert stated that the Committee was putting together a bibliography on research. She asked if there were monies available to purchase a copy of the "King" report or other studies.

Yvonne asked: whether the Committee wanted to stay an "Ad-Hoc" committee?, and, will the Committee do research or serve as a clearinghouse? She stated that the Committee needs to find out what people are doing in-house.

Yvonne stated that the Committee will plan expenditures for next year's budget.

Yvonne moved and Doris Blauet seconded that the mission statement and goals be accepted.

#### AUDIT COMMITTEE

Leslie reported that the Committee will get together in a couple of weeks to go over the books.

#### BYLAWS COMMITTEE

Marilyn Schleg reported that the Committee had not heard anything from anyone regarding changes in the bylaws. She stated that the



major revision had been taken care of last year. Marilyn reported that the Committee was working on a revised purpose and that they would have a draft for the July meeting based on the strategic plan.

#### CONFERENCE PLANNING

Marge Kars reported that the Committee met this morning and that most everything was set for the October meeting. She stated that advance flyers will go out late in May. She passed around the flyer for review by the Board. Marge also reported that the estimated expenses for mail, printing, and speakers was set at \$1,154.00.

Marge moved and Ria Lukes seconded that the conference fees be set at \$35.00 for members and \$40.00 for non-members. The motion was carried.

#### DISCUSSION

Nancy Nicholson gave information regarding the speakers. She stated that Howard Majors would give a presentation on training. Martha Holland will give a presentation on career development and Margaret Auer will be the Keynote speaker and will present on a positive library image.

Ria Lukes reported that the break even for 40 people attending was in the neighborhood of \$29.00. She stated that they had already received \$970.00 from vendors and anticipate receiving a total of \$1,260.50. She stated that this figure represents postage and photocopy by participating institutions.

Ria stated that a second letter would go to the vendors thanking them for their donations, reviewing their options and deadlines for contributions. She indicated that there would be no bags this time because of the one day situation and because there would be no vendors present. She also stated that those vendors who contributed \$100.00 or more would have brochures put in the packets.

Marge Kars stated that Nancy Winslow was largely responsible for vendor communications and that she should be commended for her work.

Nancy Nicholson stated that the Committee geared plans not to compete with MLA but to have a quality conference.

#### LOCAL ARRANGEMENTS COMMITTEE

Ria Lukes reported that the Committee had identified 3 hotels as suggestions for the over night stays for Board members. The Hotels suggested were: The Hampton at \$52.00 for a double; Walley's East at \$34.20/double; and the Hyatt at \$70.00/ double.

Since the Board would be dining before the meeting and would have the additional expense of the meal, the consensus of the Board was that they would prefer the less expensive Walley's East.

**EDUCATION COMMITTEE**

Nancy Nicholson reported on the Death of Ester Yen on March 21. She indicated that a letter had been sent to the Library of Michigan from the Committee. Diane O'Keefe stated that one had also been sent from the Executive Board.

Nancy stated that the Committee was trying to organize a hands-on Medline workshop but was having problems identifying a location with sufficient terminals and phone lines. She stated that the program would probably be held in September.

Leslie Behm indicated that it may be possible to use MSU's computer lab which has 20 stations. She stated that there may be a cost to have the lab opened for the course if carried out on a day when there were no classes at the University. Janet Zimmerman or Nancy Nicholson will contact Leslie.

Carol Gilbert asked approval of the Board to purchase copies of the Basics of Searching Medline manual for the workshop. Sandra Martin indicated that the manual was copyrighted and that last year it cost the Association \$165.00 to reproduce the materials for the workshop held in Jackson for the technicians.

Marge Kars stated that the Committee would need to estimate cost of the honorarium and room fees before the cost of the workshop could be established.

Nancy Nicholson moved and Doris Blauet seconded that Carol Gilbert purchase 20 copies of the Basics of Searching Medline. The motion was carried.

**DOCUMENT DELIVERY COMMITTEE**

Betty Marshall reported that a copy of the survey form for the 1989 statistics was included in the mailing of the April issue of MHS LA News. She asked that Local Area Representatives remind their groups to report their statistics as soon as possible. Betty stated that there had been on meeting yet but there would be one scheduled for June.

Betty also reported that there were libraries on Docline that report filling requests and then do not sent them for days. She indicated that she would write an article for the MHS LA News regarding the responsibilities of Docline users.

Betty stated that the libraries having difficulties meeting the expected turn-around-time be moved to higher cells so that the requests go to other libraries first.

Leslie Behm stated that guidelines need to be written before any statements can be made to the offending libraries. Betty agreed to discuss guidelines with the Document Delivery Committee.

Doris Blauet reported that the Document Delivery Committee urges



all members to get into Group Access Capabilities (GAC) on OCLC. Members should contact their Regions of Cooperation for details.

#### NOMINATING COMMITTEE

Sandra Martin stated that the Committee had met by telephone. Their charge this year is to select a nominee for President Elect, Treasurer and Nominating Committee. She stated that Area Representatives will receive a letter asking for nominees from their areas.

#### PUBLICATIONS COMMITTEE

Judy Barnes reported for Richard Barnes. She stated that there was poor response from the membership for news even though Area Representatives were contacted. She stated that the Newsletters for January and April were out. Judy also stated that there was an error in the printing of the next to the last page and that the delay in printing was due to a change in print shop staff at Lansing General Hospital. The next issue is due out in July and the deadline for submissions June 15.

Judy also reported that an announcement is needed from the Local Arrangements Committee for the July issue.

#### TECHNOLOGY COMMITTEE

Judy Barnes reported that the Committee had not met yet but that they were largely responsible for the compilation of the 1988 statistics that appeared in the April issue of MHS LA News.

She stated that response was poor to the "Published Papers" directory. Only one had been received.

Judy reported that a meeting was planned for June. She also stated that an inquiry was received regarding the next Technology Directory. She said that the Committee will work on a draft of a questionnaire to be sent out with the October MHS LA News that would be used to compile data for a new edition of the directory.

Judy also stated that the Technology Committee will also work with the Publications Committee to produce the 1990 membership directory. She stated that updated information is needed from the Treasurer regarding this years membership and that a copy of the Bylaws on disk is needed from the Bylaws Committee.

Jane Claytor and Leslie Behm agreed to provide the appropriate information.

#### LOCAL AREA REPRESENTATIVES REPORTS

FAHSLN - Ria Lukes reported that FAHSLN was hard at work on the Local Arrangements for the October Conference. She presented a letter written by Nancy Winslow regarding an Ad-Hoc Committee on Professionalism. (attached)

Ria Lukes moved and Betty Marshall seconded that the matter of formation of such a committee be put on the agenda for the next

meeting. The motion was carried.

MDMLG - Doris Blauet reported that the group was involved in the planning of the MLA conference. Their next meeting will be at that conference. Their new officers are Carol Attar, President, and Valarie Ried, President Elect.

MMHSL - Judy Barnes reported that their group took advantage of the quit year to begin its plans for the 1991 conference which is scheduled for Lansing. Committee Chairs have been selected and members are hard at work looking at sites for the conference.

NMHSLG - no report

VRHSL - Stephanie John reported that their group gave \$150.00 to a student for registration for the MLA conference. She also reported that Saginaw Cooperative Hospitals became a net lender in 1989. Stephanie also reported that the AHEC was dissolving.

Stephanie also reported that Millie Kingsbury was working on a grant for Marquette General Hospital and its Clinics to place telefax machines at the 10 heaviest library users.

WMHSLA - Sandra Swanson reported that the group had a meeting in March where they had software demonstrations. She reported that LAKENET also awarded 4 grants to medical libraries for fax machines. Sandra reported that the next meeting would be at Battle Creek Health Systems on July 11th and would discuss patient education materials.

#### OLD BUSINESS

Diane O'Keefe reported that a letter had been sent regarding taping of the Conference sessions per a previous Board decision.

#### NEW BUSINESS

Sandra Martin reported that Matthews will allow a 12% discount on books purchased by MHSLA institutional members. An announcement will appear in the July MHSLA News. She also stated that they were the first vendor to cut a check for the Conference.

Jane Claytor reported that two members of MHSLA were running for MLC Board. they are Mollie Lynch and Judy Barnes.

There being no further business to discuss, Doris Blauet moved and Betty Marshall seconded that the meeting be adjourned. The motion was carried and the meeting was adjourned at 2:35 pm.

Respectfully submitted,

Judith A. Barnes,  
Secretary