



Michigan Health Sciences Libraries Association

EXECUTIVE BOARD
NOVEMBER 14, 1990
HARLEY HOTEL, LANSING, MI

Table with columns for Affiliated Groups, P, A, and names/positions. Includes names like Marge Kars, Diane O'Keefe, Ria Lukes, Judy Barnes, Yvonne Mathis, Bill Nelton, Marilyn Schleg, Doris Blauet, Jane Claytor, Norma Powers, Bonnie Swegles, Melba Moss, Mildred Kingsbury, Stephanie John, Mary Jo Wyels, Brian Simmons, Mary Hanson, Betty Marshall, Nancy Nicholson, Janet Zimmerman, Mollie Lynch, Leslie Behm, Lynn Sutton, Nancy Winslow, and Barbara Kormelink.

The meeting of the MHSLSA Executive board was called to order at 10:00 AM by Marge Kars.

Marge Kars reported that she had no remarks but called for introductions of new members of the Board.

SECRETARY'S REPORT

There being no corrections, Judy Barnes moved that the minutes of the October 2, 1990 Board meeting be accepted as read. Betty Marshall seconded the motion. The motion was carried.

Nancy Nicholson stated that the Education Committee Annual Report had not been included in the packets distributed at the Conference. The Secretary will include a copy of the Education Committee Report with the mailing of the minutes of this meeting.

There being no additions or corrections suggested for the Business Meeting minutes, Judy Barnes moved that the minutes be mailed out as is to the membership. Betty Marshall seconded the motion and the motion was carried.

TREASURER'S REPORT

Jane Claytor presented the ^{TREASURER'S} Secretary's Report in the absence of Yvonne Mathis. She reported that a separate sheet for institutional donations was included in the report as well as a separate report of the 1986 through 1990 conferences.

Jane reported that Nancy Winslow was so successful with the Vendors that there was a \$1095.24 profit for the one day conference.

There being no changes in the report, Bill Nelton moved that the Treasurer's report be accepted as presented. Janet Zimmerman seconded the motion and the motion was carried.

ARCHIVIST'S REPORT

Bill Nelton stated that there was no report. He said that he was still accepting photographs and other archive materials from members.

ETHICS COMMITTEE

Nancy Winslow stated that there was no report. She said that she has two volunteers for the Committee. Nancy asked if there was a charge to the Committee.

Diane O'Keefe suggested that the Committee develop an ethics policy. Marge Kars suggested that the Committee develop their own charge and report at the next Board meeting.

AD-HOC CD-ROM COMMITTEE

Doris Blauet was not present to report. Marge Kars stated that the Committee will not know until March if the grant was passed.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT

Leslie Behm reported that the Committee was still plugging away at the data. She stated that by the look of things, there were not going to be a lot of titles that the Committee would recommend for purchase.

Mary Hanson asked if the data was based on the number borrowed by each institution more than five times? Leslie agreed but indicated that these were not materials unavailable but materials that were not free.

Leslie stated she was surprised at the titles held by smaller institutions. She also reported that the committee would do

something with the collection development policies handed in. She said the Committee is looking into the idea of a handbook.

RESEARCH COMMITTEE

Yvonne Mathis was not present to report on the Committee's activities.

AUDIT COMMITTEE

Leslie Behm reported that the books were done. She stated that the Committee notebook and books have been organized and were ready to be turned over to Brian Simmons.

Brian asked about the purpose of the Committee. Leslie stated that the Committee was relatively new. She said that the first year was concerned with developing a format for the Treasurer's books. The second year the Committee worked with the Treasurer to maintain the records and audited the books at the end of the fiscal year.

Brian asked if the books needed to be audited by a CPA or reported to the IRS. Leslie said this was not necessary.

Leslie also reported that at the suggestion of the Committee, the Treasurer and President were bonded and that a dual signature for signing checks was established. This meant that either the President or Treasurer could sign checks.

Jane Claytor reported that cards for the transfer of the Association's accounts needed to be signed.

BYLAWS COMMITTEE

Marilyn Schleg reported that the Committee had completed its charge. She said that she would make the changes on the computer disk and turn it over to Mary Hanson. She said that there were no recommendations yet and that the notebook for the Committee was ready to be turned over to Mary.

CONFERENCE PLANNING COMMITTEE

Ria Lukes distributed a copy of the final report of the Local Arrangements Committee. Ria stated that 64 persons attended the conference. Three of the original 66 registered were unable to attend and one unexpected person attended.

Ria said that faculty and printing costs were covered by vendor revenues. She said that the institutional donations report was exact except for phone calls which were estimated.

Ria said that including the educational, institutional donations and expenditures, the profit for the conference was \$1095.25. She said this did not include one late bill which is still not received.

The Committee suggested that because the Flint Conference was a one day session, that the suggestions by Millie Kingsbury and Norma Powers did not apply, but that they should be incorporated in this

year's suggestions.

The Committee recommends a separate chair for the Vendors other than the Local Arrangements Chair. This will assure for more continuity in contact with the Vendors.

Ria reported that at a meeting of the Local Arrangements and Education Committee Chairs that Leslie Behm was selected Vendor Chair.

The Committee suggested that the vendors be called and asked for their suggestions for the options they want. Nancy, Marilyn and Martha at Hurley will call vendors and develop an options packet and discuss with Leslie to be presented at the Local Arrangements Committee meeting.

The Committee suggested that mailing lists be revised; that a new list be developed for distribution of advanced brochures. The Local Arrangements Chair should develop contacts with SLA, MLC, etc.

The Committee suggested that the evaluation form be revised.

The Committee suggested that communication be active between the Conference Planning Committee and the Education Committee.

Nancy Nicholson recommended that there always be a Local Arrangements Committee member on the Education Committee. Nancy also asked that the Local Arrangements Committee provide room arrangements to the Education Committee to present to speakers.

The Committee suggested that the registration form be organized so that the return address fits into a window envelope.

Ria Lukes moved and Betty Marshall seconded the motion that the Vendor Chair be elected or approved by the Local Arrangements group separate from the Local Arrangements Chair and that the Vendor chair report to the Conference Planning Committee Chair or President-Elect. The motion was passed.

1991 CONFERENCE PLANNING COMMITTEE

Ria Lukes reported that the Committee had set its goals which include meeting as a committee as necessary, prior to the Board meetings; revise the evaluation tool; arrange for publications; and survey the vendors.

EDUCATION COMMITTEE

Nancy Nicholson presented the Committee's objectives.

Nancy stated that the charges of this Committee include the presentation of a CE Course for the general membership.

Mary Hanson stated that this was the result of the MLA certification changes.

Leslie Behm stated that this charge was because people who couldn't get to the annual meeting encouraged MHSLA to hold a separate workshop, but WMHSLA is doing an annual CE course now.

Nancy Nicholson stated that it appears that a separate CE course presented the Education Committee does not seem necessary.

Nancy said she would try to communicate to local people what other CE's are available. She said she would actively pursue information. Leslie indicated that would help meet the guidelines.

Nancy reported that the Committee met on November 13 and prepared the first draft of the calendar. She stated that the Conference Planning Committee met this morning and ideas were solicited from the Local Area Representatives present to see what people wanted that was not offered previously. Nancy indicated that the conference would consist of two days of meetings with two optional days (Tuesday and Friday). She said that a wide variety of ideas were presented that would be considered by the Committee.

Nancy reported that the Committee had adopted a theme of "1991 a Capitol Year". She suggested that the Committee may be able to get speakers from the legislature that they could not get at other times. She reported that contacts had been set up. Nancy said that more information would be confirmed by the December 18th meeting of the Education Committee.

Nancy said that the fashion show listed on the tentative schedule would be presented by Hudsons free of charge. She said also that the Committee would try to work in the presented papers session when it did not compete with other things.

Nancy expressed her concern that there was no Board meeting before April. She said there was no way that they could turn in its confirmed calendar and budget by November and that it could not way until April for Board approval.

A meeting date for the Board was set up for January 23, 1991 to discuss the Conference agenda. Members were asked for their home phone numbers and latest time that they can be called before a meeting to be notified that it was canceled. The list is to be attached to the minutes.

LOCAL ARRANGEMENTS

Judy Barnes reported that chairs had been selected and that the calendar for activities had been set.

Ria Lukes solicited ideas concerning a banquet on Wednesday evening at the Conference or a Special Event. She said that the guidelines presented to the Special Events Chair stated that it should not conflict with the conference and not to cost the Association money and that vendors should not be double tapped for support of a special event.

Ria suggested that if Congressman David Hollister is invited to speak at the banquet that the administrators could be invited and that the banquet could be underwritten by the vendors.

Judy Barnes said that M-MHSL had suggested a tour of the Library of Michigan or theater tickets or a tour of Binding Unlimited as special events.

Ria asked if the Association could put the money made in past years into the special event. Bill Nelton suggested that the St. Clair Conference was a precedent - That conference lost money.

The Board agreed that the profits from previous conferences should not support special event, but rather the educational portion of the conference.

Ria reported that Dave Keddle was working with his Development Office on ideas for the special event. She stated that the special event should be apart enough that if it falls through, it will not effect the conference. She suggested that the special event be on Thursday evening and that it be self supporting.

Leslie Behm suggested that there be a longer lunch hour to accommodate the Fashion show, and BUI tour and lunch.

Marge Kars said that Binding Unlimited said they would donate bags for the Conference and host a tour with bus transportation.

DOCUMENT DELIVERY COMMITTEE

Betty Marshall reported that OCLC GAC would probably be a priority of the Document Delivery Committee.

Betty also reported that the Committee had budgeted \$2,000 for the OCLC bill for the MISHULS list. She said that the bill had been turned in to the Treasurer and was approximately \$1,500.

Jane Claytor asked about the GMRMLN Council situation and OCLC GAC.

Mollie Lynch stated that the Council had no plans to interact with the Document Delivery Committee. She said that she is going to a meeting to formalize the GMRMLN GAC and would report at the next meeting.

Betty Marshall stated that the tape from SERHOLD to GMRMLN would be billed individually to each participating institution. The cost will be approximately \$35.00.

Mollie said that one tape will go to NLM from the Region for loading and that regional lists will be generated at NLM. She said that the MISHULS list would be produced separately.

Marge Kars said she would talk with Barbara Kormelink, State Council President regarding the Council's relationship with the Board and MHSLA.

Nancy Winslow said she would draft a report on the State Council. Millie said she was on the State Council and would report to the Board.

NOMINATING COMMITTEE

Janet Zimmerman reported that Sandra Martin had turned over the books to her.

PUBLICATIONS COMMITTEE

Judy Barnes stated that guidelines for the MHSLA News had never been drafted and that the Committee would work to develop guidelines. She said that she would bring a draft to the next meeting along with deadlines for the News.

TECHNOLOGY COMMITTEE

Judy reported that the survey was sent out to the membership and that she hoped to have the survey ready for the printer by December 1. Judy said she would contact people who participated in the last survey for updates.

Mollie Lynch reported that she was working on special interest groups such as Datatrek users for meetings to discuss needs and problems.

She said that she would poll committee members and ask them to facilitate specific focus groups.

LOCAL AREA REPRESENTATIVES REPORTS

FAHLN - Marilyn Schleg reported that the group met on November 6 at Hurley. She said they reviewed the final report of the Local Arrangements committee and gave their suggestions. New officers for the group are Marilyn Schleg, President and Lea Ann McGaugh, Secretary.

Marilyn also reported that Hurley is now doing about 95% of its searching on a CD-ROM work-station located at the reference desk.

MDMLG - Diane O'Keefe reported that Doris Blauet was the representative. She said that MDMLG would meet November 15 and that they would discuss sponsoring the 1992 conference.

M-MHSL - Jane reported that new officers would be elected and Bylaws voted on before the April meeting.

NMHSLG - no report

TAMIC - Melba Moss reported that the new representative would be Bonie Swegles.

UPHSLC - no report

VRHSL - Nancy Nicholson reported that the group would meet the first week in December. She said that an NLM grant for teaching Greatful Med was awarded to Saginaw Cooperative and that the AHEC had been

dissolved.

WMHSLA - Mary Jo Wyels reported that the group met last month and that the new President is Yvonne Mathis. She said that the group would host a CE course in the Spring and will inform the Education Committee when they decide on date and time.

OLD BUSINESS

Ria said that in dealing with vendors, send information to Leslie, Judy or Ria.

Leslie Behm said she would meet with Nancy and Marilyn regarding their cooperation with soliciting vendors.

NEW BUSINESS

Judy Barnes will include a list of members of the Board with the minutes. She will also include a copy of the Committee members and Timetable for the Board.

Meetings of the Executive Board are tentatively scheduled for
January 23, 1991 - Bronson Hospital
April 3, 1991 - St. Lawrence Hospital
June 26, 1991 - Michigan Department of Public Health
August 28, 1991 - Lansing General Hospital
October 1, 1991 - Harley Hotel

There being no further business to discuss, Jane Claytor moved that the meeting be adjourned. Betty Marshall seconded the motion and the motion was carried.

Respectfully submitted,

Judy Barnes,
Secretary