

Bill Nelson
Corrected copy



MHSLA EXECUTIVE BOARD MEETING
NOVEMBER 12, 1993
MICHIGAN CAPITAL MEDICAL CENTER
PENNSYLVANIA CAMPUS
LANSING, MI.

Affiliated Groups

- Eastern Regional Health Sciences Association
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- Upper Peninsula Health Science Libraries Consortium
- Western Michigan Health Sciences Libraries Association

- | <u>P</u> | <u>A</u> | |
|----------|----------|--|
| X | - | Judy Barnes, President |
| X | | Carole Gilbert, Immediate Past President & MDMLG |
| X | | Sandra Swanson, President Elect & Conference Planning Committee |
| X | | Mary Jo Wyels, Secretary |
| X | X | Peggy Zorn, Treasurer |
| X | | Bill Nelson, Archivist |
| X | X | Jane Claytor, Audit Committee & MMHSLA |
| X | | Mary Hanson, Bylaws Committee |
| X | | Betty Marshall, Collection Development Committee & WMHSLA |
| X | | Barbara Kormelink, Document Delivery COM, & Local Arrangements Committee |
| X | | Robin Alanen Mosher, Education Committee |
| X | X | Janet Zimmerman, Membership Committee |
| X | | Ellen O'Donnell, Nominating Committee |
| X | X | Mary Griswold, Publications Committee |
| X | | Leslie Behm, Research Committee |
| X | | Doris Blauet, ERHSLA |
| X | | Kay Kelly, NMHSLA |
| X | | Ken Nelson, UPHSLA |
| X | | Marge Kars, Ad Hoc Committee on Position of MHSLA in MLA |
| X | | Craig Mulder, Ad Hoc Committee on Technology for ILL and Document Delivery |
| X | | Ellen Marks, GMR Representative |
| X | | Lynn Sorenson Sutton, State Council Representative |
| X | | Glenda Evans, Ad Hoc Committee on Liability & MACHIS |

The Meeting was called to order by Judy Barnes at 10:04am.

PRESIDENT'S REMARKS:

Judy Barnes brought up the expiration of the Long Range Plan in 1993. She suggested that Ellen Marks be the State Council Representative and that Lynn Sorenson Sutton be asked to chair a Long Range Planning Committee. The ensuing discussion questioned the need for a committee, remarked on MLA's policy

of revising its Long Range Plan on a regular basis rather than doing it all at one time, expressed a need to monitor whether the goals of our Long Range Plan are being met and made the suggestion that the board review the Long Range Plan to make sure the committees are meeting the goals set. Judy will ask Lynn Sorrenson Sutton to work on ideas from the round table discussions as a basis for a new long range plan, add the old LRP to this base, coordinate and review. *

SECRETARY'S REPORT:

The attendance list of the Oct. 12, meeting was corrected to include Betty Marshall. Doris Blauet moved; Betty Marshall seconded; the minutes were accepted as corrected.

TREASURER'S REPORT:

A general accounting report and a very detailed conference accounting report were sent by Peggy Zorn. Mary Hanson moved for acceptance of the report but commented that such detail was not necessary. A report with broader categories of expenses would be just as informative. Doris Blauet seconded and the report was accepted as written. The Association's treasury balance is in good shape even though the conference lost approximately \$1,500.00.

ARCHIVIST'S REPORT:

Bill Nelton had nothing new to report.

AUDIT COMMITTEE:

NO REPORT

BYLAWS COMMITTEE:

Mary Hanson will finish the "housekeeping chores" with regard to the Research committee and the Membership committee and will distribute the updated bylaws with the directory in May 1994.

COLLECTION DEVELOPMENT COMMITTEE:

Betty Marshall has recruited members for her committee and they will conduct most of their business by fax, phone and e-mail.

CONFERENCE PLANNING COMMITTEE:

Barb Kormelink is the local arrangements chair. Stephanie Johns is the accommodations and A.V. chair. A discussion of the recently past and future conference brought forth a number of suggestions and recommendations:

- recommend Blaize Cronin or David Brin for Keynote and/or C.E.
- need more challenging classes ie. benchmarking
- suggest technology class
- more creative descriptions of classes in brochure
- don't jam so much in so little time; provide a little free time
- give certificates for classes- ce credits are not always

necessary

-next year leave time for shopping

-suggest topics for contributed papers and solicit for conference

-do contributed papers in middle of conference and leave time for questions and answers

-no vendors next year just ask for contributions and display names or information

Robin distributed the comments on the Oct. '93 conference from the evaluation sheets.

EDUCATION COMMITTEE:

Robin Alanen Mosher has her committee set and will begin work soon.

DOCUMENT DELIVERY:

Barb Kormelink requested the prices of MISHULS in fiche and paper. Order blanks will be sent as soon as that information is set.

-Information from document delivery and membership should go into a shared database.

MEMBERSHIP:

Janet Zimmerman said the membership list should include past members and identify past presidents in the database. It should include rosters of WSU and UM Library Schools and rosters of local groups. It should identify those who are Academy members and who will be consultants or mentors. The policy for reduced conference rates for members was presented. The corrected version follows.

"Those members who renew their membership by paying their dues after the March 1 deadline stated in the bylaws will not be permitted to take advantage of the member discounts on Conference fees.

New members may join MHSLA at any time during the year and take advantage of the discounts.

Dues are based on the Calendar year. Memberships expire on December 31 regardless of the date they are issued.

There will not be an option to renew memberships on the Conference registration form."

Carole Gilbert moved and Betty Marshall seconded; the policy was accepted as corrected.

There was discussion and rejection of a suggestion to keep a mini CV in the membership database of people whose institutions downsized and eliminated their positions.

NOMINATING:

Ellen O'Donnell would like to have a list of former officers to facilitate the job of the nominating committee.

PUBLICATIONS COMMITTEE:

The newsletter is scheduled to be published in late Nov. No other report.

RESEARCH COMMITTEE:

Leslie Behm and her committee will review all previous work. They will check on the progress of publishing the completed research project. They plan to work with collection development and send out a survey on how to handle older collections.

AD HOC COMMITTEE ON THE POSITION OF MHS LA IN MLA:

No Report

AD HOC COMMITTEE ON TECHNOLOGY FOR ILL AND DOCUMENT DELIVERY:

Craig Mulder presented the goals of his committee. He will be looking for input on systems from the membership.

ERHSLA:

June Kronenberg is the new chairperson. Barb Kormelink is the Local Arrangements chair for the next conference. Doris Blauet is the area Representative to the Board.

MDMLG:

Elaine Kissel's position was eliminated at St. Joe Pontiac. They are using a team approach to management. Gerry Stunkle is in charge of the Library which is part of the Learning Center team.

Karen Tubolino has left Providence and is at the V.A. in Allen Park.

MMHSL:

They will have an NLM update in February using the satellite program with exercises for their members. They have started a journal club.

NMHSLG:

No report.

UPHSLG:

No report.

WMHSLA:

The last meeting was a conference review. The next meeting will include an NLM update. A C.E. class is planned for April on using PDQ. Flyers will be sent.

GMR:

No report.

STATE COUNCIL:

Nancy Manninen is the new President of the State Council. The local area representatives are the State Council Representatives. The question of why we have a State Council

was raised. There is a need to investigate. The first step is to get the criteria for the State Council from GMR. Judy will talk to Nancy Manninen about the criteria and the State Council.*

OLD BUSINESS:

A petition was submitted by MACHIS for group status within MHSLA. (see attached)

A section will be added to the membership form for those interested to express that interest. The members of MACHIS will elect a representative to the board. Bylaws will write up the appropriate changes and the Board will approve subject to a final vote by the membership. The existing MACHIS treasury can be accepted for the requested purpose.

Carole Gilbert moved; Doris Blauet seconded; the petition was accepted.

Glenda Evans is the MACHIS representative to the Board.

- A question was raised about the current duties of the Secretary. A new policy should be written by the Secretary to answer this.*

NEW BUSINESS:

Interest was expressed in doing displays about MHSLA at annual meetings of MNA, MHA, MSS, MLA and other appropriate organizations. A recent display by Mercy Corporation Librarians at a nursing education conference was described. Purchase of a laptop computer was recommended if we become active in this area. It was moved by Betty Marshall and seconded by Doris Blauet that an AD Hoc Exhibit/Marketing Committee be formed. The motion was approved.* Part of the committee charge will be to investigate the cost of a display board and a laptop.

Policy and procedure manuals should be updated. The president, secretary and treasurer are to maintain a p & p book for their position with complete records and pass it on to the newly elected officer.

Glenda Evans was appointed chair of the Ad Hoc Committee on Liability/Confidentiality.

Networking with Medical Libraries in Canada was suggested. Sault Ste. Marie would like to participate in MISHULS. Doris Blauet moved and Mary Jo Wyels seconded approaching the Canadian Librarians. The motion was approved and Judy Barnes will contact the president of the Ontario Health Library Association.*

The purchase of software to support the board and chair positions was suggested. A survey of existing hardware and the interchangability of the software will need to be made. Word Perfect was suggested for the Secretary. Usability

should be established.

Certificates for non CE credit courses offered at the conferences will be given to the participants by the Education Committee.

The future conference rotation was established:
1994 - ERHSLA; 1995 - NMHSLG/UPHSLC; 1996 - MMHSL; 1997 - MDMLG; 1998 - WMHSLA.

ANNOUNCEMENTS:

Sandy Swanson brought up the possibility of using existing Membership List covers using an adhesive label to make necessary changes. Sandy Swanson moved and Betty Marshall seconded this plan. It was approved. The membership committee will make the required labels.*

Dorothy Crist sent thanks for the invitation to the conference and expressed her pleasure at being there for the banquet.

Robin Alanen Mosher is now the Librarian for Battle Creek Adventist as well as the Battle Creek Health System.

ACTION STATEMENTS:

Judy will ask Lynn Sorenson Sutton to work on ideas from the round table discussions as a basis for a new long range plan, add the old LRP to this base, coordinate and review. *

Judy will talk to Nancy Manninen about the criteria of and the need for the State Council.*

A question was raised about the current duties of the Secretary. A new policy should be written by the Secretary to answer this.*

Judy Barnes will establish an Ad Hoc committee for Exhibits/Marketing. *

Judy Barnes will contact the president of the Ontario Library Association with regard to networking.*

The membership committee will make the required labels to use with the existing membership list covers.*

The next meeting will be January 13, 1994 at the Harley Hotel in Lansing.

The meeting was adjourned at 1:38pm.

Respectfully Submitted,



Mary Jo Wyels, Secretary