



MHSLSA
 EXECUTIVE BOARD MEETING
 January 20, 1998
 Michigan Athletic Club

Affiliated Groups	<u>P</u>	<u>A</u>		
Eastern Regional Health Sciences Libraries Association	X		Ken Nelson	President; UPHSLC
Metropolitan Detroit Medical Library Group	X		Diane Hummel	President Elect; Conference Planning
Michigan Association of Consumer Health Information Specialists		X	Deborah Adams	Immediate Past President
Mid-Michigan Health Sciences Libraries	X		Jennifer Barlow	Secretary
Northern Michigan Health Sciences Libraries Group	X	X	Rosemary Whelan	Archivist
Upper Peninsula Health Sciences Libraries Consortium	X		Debbie Jankowski	Treasurer
Western Michigan Health Sciences Libraries Association	X		Lea Ann McGaugh	Audit Committee; Research Committee
		X	Mary Hanson	Bylaws Committee
		X	Betty Marshall	Collection Development Committee; WMHSLA
		X	Mary Jo Wyels	Collection Development Committee
	X		Jane Claytor	Document Delivery Committee
		X	Alexander Lyubechansky	Education Committee
	X		Sandy Swanson	Education Committee
		X	Bonnie Swegles	Local Arrangements Committee
	X		Mike Simmons	Membership Committee
	X		John Coffey	Nominating Committee; M-MHSL
	X		Leslie Behm	Publications Committee; Marketing Committee
		X	Leona Williams	Research Committee
	X		Laura Friesen-Lynn	Technology Committee
	X		Doris Blauet	ERHSLA
	X		Joan Emahiser	MDMLG
		X	Marge Kars	MACHIS
		X	Norma Powers	NMHSLG
		X	Stephanie John	GMR Regional Council

Call to Order

The meeting was called to order at 10:12 a.m.

Approval of Minutes

The following correction was made to the minutes of our November 17, 1997 meeting: page four, in the Research Committee report, second sentence should read "They are now working on compiling the results of their survey on climate changes in *hospital* librarianship." The minutes were approved as corrected.

Archivist's Report

No report at this time.

Treasurer's Report

Debbie Jankowski distributed an overview of MHSLA finances for the period 10/8/97 - 12/15/97. Our bank balance stands at \$28,079.77. In addition, Debbie has just received checks for annual membership dues and for MISHULS sales which will bring that total up by several thousand. The treasurer's report was approved as submitted.

Audit Committee

No action since our last Board meeting.

Bylaws Committee

Mary Hanson has submitted a revised copy of the bylaws, incorporating approved changes, to Leslie Behm to be posted in the public area of our Web site.

Collection Development Committee

Betty Marshall sent word that she will be reviewing the new edition of MISHULS for unique holdings and will create a revised list. The most recent list of unique holdings, culled from last year's MISHULS, has been mounted on our Web site in the members-only area. Some formatting problems still need to be resolved, but at least it is there.

Conference Planning Committee/Education Committee

Diane Hummel reported that the Local Arrangements Committee has finalized arrangements with the Thomas Edison Inn in Port Huron. Diane and Sandy Swanson presented the proposed conference schedule, drafted by the Education Committee. Topics to be spotlighted this year are Alternative Medicine, Technology, and Knowledge Management.

Continuing education classes will be offered on Wednesday; we also plan to offer MLA CE credit for the breakout sessions on Thursday and Friday. We need to be sure to schedule adequate time for these sessions so they will meet

MLA criteria for continuing education. If we select MLA speakers we may have more flexibility regarding program length.

Proposed keynote speakers are Mr. and Mrs. Root-Bernstein, who have written a book investigating the science of alternative medicine. He is a professor of physiology (and a regular library user!) at Michigan State University and is known for his controversial theories on AIDS transmission.

For Wednesday's CE classes, option one will either be an SLA Knowledge Management course presented by Dysart and Jones, or Ellen Detlefsen on Information Management for Integrated Healthcare. Option two will be a course on alternative medicine, perhaps taught by Bonnie Snow.

The Board discussed the classes proposed for Thursday afternoon. Joe Mika's Leadership Academy has received mixed reviews, but there seems to be enough interest in it to justify continuing the series. The other class will be on an Internet topic; possibilities include "Teaching the Internet in 50 minutes" or "Making the most of your web site" (instructor yet to be determined).

Friday afternoon sessions are still up in the air. There is usually a lot of attrition on Friday afternoons, so we need to plan something really good if we want people to stick around. A GMR Update is a possibility; Leslie Behm is meeting with Sheila Brown from GMR this week and will discuss this idea with her. PubMed and Internet Grateful Med are also potential topics.

Document Delivery Committee

Jane Claytor reported that 50 paper copies of MISHULS were printed and 40 have been sold, along with seventeen fiche copies. We made a profit of nearly two thousand dollars from the sale of MISHULS this year.

Jane's library at St. Lawrence Hospital is closing at the end of this month and her position is being eliminated. She will no longer be able to serve as Chair of the Document Delivery Committee. Barbara Kormelink of Bay Medical Center will finish Jane's term.

Jane expressed concern about the ten unsold copies of MISHULS which are presently housed at St. Lawrence. She does not want them discarded when the library is dismantled. Debbie Jankowski volunteered to store them when the time comes.

Membership Committee

Mike Simmons reported that half of the membership renewals have come in and \$3100 in dues has been turned over to the Treasurer. A second renewal reminder will be sent out on February 1. Committee members will not be doing follow-up phone calls this year - it is too time-consuming.

The 1997 membership directory was sent out last week. Any necessary changes should be reported to Leslie Behm for inclusion in the May 1998 directory. The membership directory is also up on our Web site in the members-only area. It is searchable, although the search engine is a bit peculiar.

Ken Nelson asked if we want to include a brief institutional profile in the institutional member section of the directory, e.g. bed size, teaching/non-teaching, number of physicians on staff, name of library director or ILL contact. These data would have to be solicited from the membership, and collecting them could be problematic. Many hospitals don't know/won't tell their bed size or number of physicians, and library contact persons frequently change. After discussion we decided to leave the listings as they are.

Mike observed that some of the four-digit zip code extensions did not show up on the 1997 directory and reminded us to include them for 1998.

Nominating Committee

John Coffey reported no action since our last Board meeting. The Committee needs to have a slate prepared by May so they will be getting busy soon. Candidates will be solicited for President-Elect, Treasurer, and Nominating Committee Chair.

The position description on file for MHSLA Secretary needs revision. The description states that minutes of the annual meeting will be mailed out within 90 days of the meeting. Established practice calls for including the minutes with the conference packets and agenda for the subsequent meeting. Leslie Behm moved that a draft of the annual meeting minutes be sent out with the first newsletter following their approval by the Board, and an official copy of the minutes be included in the next year's conference packet. The motion carried.

Publications Committee

Leslie Behm mailed the newsletter and the 1997 membership directory last week. A list of unique journal titles (those held by only one member institution) has been mounted on the Web site, and the bylaws will be mounted shortly.

The MHSLA Listserv is open to anyone who wishes to join. Leslie is the person to contact for information or instructions. You can see a list of participants by sending a message to the listserv with the command "Review MHSLA." There is a way to conceal your name if you choose and one participant (a non-member) has elected to do so. Of 112 MHSLA members with e-mail addresses, 74 are on the listserv.

Mike Simmons mentioned that some people provide a personal and an institutional e-mail address, but he only enters the institutional address into the database. The Board agreed this was appropriate; members should provide us with the address by which they wish to be contacted.

Research Committee

Lea Ann McGaugh said the Committee is struggling to finish the report on their survey. It is difficult with eight people trying to write a collaborative report. When this project is finished they will turn their attention to something new.

Technology Committee

Laura Friesen-Lynn reported that the Committee is exploring ways to implement an online journal club. They are investigating various software options which will offer real-time interaction as well as archiving capability. The University of Michigan uses a product which would work, but requires more advanced computer equipment than is presently available to us. AOL Messenger is another option; the drawback with this is it will require each member to key in the name and address of every journal club participant.

Marge Kars has looked into the MLA requirements for getting credit for journal club activity. You need to cover one or two articles per month and provide printed proof of your participation (contributing at least two comments per article discussed). Marge agreed to be the convener for the journal club and has been collecting names of interested parties.

The Technology Committee is also researching the possibility of applying for Universal Service Fund (USF) telecommunications discounts as a consortium. They intend to have a plan in place by July, in time to apply for 1999 discounts. Seventeen MSHLA member institutions have expressed interest in this project. The USF discount program is brand new and there is uncertainty as to exactly how it will work, even among its administrators. We are still not absolutely sure that hospital libraries will be eligible.

Regional Group Reports

ERHSLA - Doris Blauet reported that they have been busy planning our next conference.

MDMLG - Joan Emahiser announced that Alexia Estabrook's baby, Christopher Paul, was born on January 11. Pictures of him can be viewed online at "<http://www.rust.net/~corro>".

MDMLG is currently at 82 personal and 39 institutional members. They are revising their committee structures and re-doing their logo. They recently increased their dues from \$15 to \$25. Their next research project will examine information needs of physicians in remote locations. Their next meeting will take place in February at the new VA; in March they are sponsoring a PubMed class in Detroit, and in April they plan to present a class on Advanced HTML and Java Script.

MACHIS - Marge Kars sent word that they have just surveyed their membership to find out what sort of program the group would be interested in for next fall. The data is now being compiled. At this point no other events are being planned.

M-MHSL - John Coffey reported that they presented a class on Internet Grateful Med last November, and an NLM Update is planned for February. Leslie Behm

went to the Radiology Society meeting in Chicago where she demonstrated and taught IGM. Leslie found this a worthwhile experience and encouraged others to try to attend in the future.

Michigan State University is the GMR outreach library for our state and Leslie is working on an outreach plan. MSU's contract with the GMR expires in the year 2000.

NMHSLG – No report at this time.

UPHSLC – Ken Nelson reported that the UP Health Care Network is still meeting. Marquette General Hospital has switched to Ovid Internet starting this week. It will provide Medline and HealthSTAR for all members of the network. Some additional products are available to MGH only. Mike Simmons asked Ken to track and report any connectivity problems he experiences - how often/how long is the connection down, and how is the response time?

WMHSLA – The group meets again in February. Sandy Swanson reported that Elizabeth Siporin has left Butterworth to move to Detroit. Butterworth is advertising for a replacement.

GMR Regional Council – Stephanie John is our representative to this group. There was no report from her at this time. Leslie Behm relayed a message from Sheila Brown at GMR: we need to let our Senators and Representatives know what features we want in a new NLM system. ELHILL will be retired soon – this is non-negotiable. Now is our chance to influence the development of its successor.

Leslie made a motion that Ken Nelson, as MHSLA President, write a letter to our U.S. Senators stating specifics about what we as professionals need from the new NLM system. The motion was amended to state that Chairs of the regional associations shall also send letters to our Senators and to appropriate Representatives. The motion carried as amended. These letters need to go out soon, by June at the latest. Ken will send a copy of his letter to the regional Chairs so that they can model their letters after his.

Old Business

Ken Nelson reviewed financial data from past conferences, 1986-1995, provided to him by Rosemary Whelan. Outcomes ranged from a loss of \$3500 to a profit of \$7000. Most of the conferences made a modest profit. In budgeting future conferences we will strive to break even. However, quality programming costs money, and our Association is financially healthy, so we can absorb occasional losses.

In future we will try to do a better job of controlling conference speakers' travel expenses. We will provide them with an estimate of what we expect to

reimburse; charges far beyond our estimate would have to be approved by us in advance.

New Business

Sandy Swanson reported that the Access Michigan Steering Committee's Vendor Evaluation Subcommittee is looking for members. These should be people on the front lines of public service who can recommend database products for Access Michigan. A specialist in consumer health databases is being sought; contact Sandy if you have a name to suggest or if you wish to volunteer.

Results from the questionnaire on why some members didn't attend our conference have been forwarded to Diane Hummel for review. The main reasons given were lack of money and lack of time.

The next Board meeting is slated for March 17, 1998 at 10:00 a.m., again at the Michigan Athletic Club.

There being no further business, the meeting adjourned at 1:09 p.m.

Respectfully submitted,

Jennifer Barlow
MHSLA Secretary