

**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
EXECUTIVE BOARD MEETING
March 17, 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	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		Barbara Kormelink 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		Alexia Estabrook 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 10:05 a.m.

Approval of Minutes

The minutes of our January 20 meeting were approved as submitted.

Archivist's Report

Rosemary Whelan sent word that she has had no requests for items from the archives since our last meeting.

Treasurer's Report

Debbie Jankowski distributed a report covering financial activity for the period 12/16/97 - 2/4/98. Our ending balance stands at \$32,451.59. Additionally, more membership dues have just been received from Michael Simmons which will bring the balance up somewhat. The treasurer's report was approved as submitted.

Audit Committee

Laura Friesen-Lynn reported that she and Martha Studaker will be helping Lea Ann McGaugh with the audit this week.

Bylaws Committee

Leslie Behm reported that the bylaws are now up on the MHSLA web site.

Collection Development Committee

Betty Marshall stated that she is comparing the new MISHULS printout with her database of unique journal titles. This review should be complete by our next meeting. Betty also called the Board's attention to a memo just sent out from Doris Asher at Sparrow Hospital regarding the merge with St. Lawrence. The St. Lawrence library operation has been closed and Jane Claytor has taken an administrative assistant position with the Family Practice residency program. Betty will talk to Doris regarding unique titles in the St. Lawrence library collection, to make sure they won't be lost.

Conference Planning Committee/Education Committee

Diane Hummel reported that plans for the 1998 conference are coming along well. Projected expenses to date total \$5850; this includes honoraria, lodging and travel for the Root-Bernsteins, Bonnie Snow, Dysart & Jones, and Paul Grohl. Issues still being explored: whether we want an all-day or half-day class on Friday; cost for Joe Mika; whether to offer the Chicken Soup for the Woman's Soul class.

We debated adding a PubMed class to the conference schedule. Leslie Behm pointed out that she and Sheila Brown from the GMR will be taking their PubMed

class around the state very soon; this should address the immediate need for PubMed training and will be more timely than waiting for the conference.

Local Arrangements Committee

Doris Blauet reminded us that this conference will mark the 25th anniversary of our Association. The Committee proposes purchasing gifts for all conference attendees, as was done for the 20th anniversary conference in Muskegon. They are suggesting metal bookmarks bearing our name and the conference logo. Laura Friesen-Lynn received a price quote of \$380 for 100 bookmarks. Leslie Behm suggested we purchase enough for all MHSLA members, not just attendees; Mike Simmons thought we should buy some for vendors as well. A motion was made that MHSLA purchase up to 250 bookmarks with the conference logo as gifts for members and exhibitors. The motion carried.

The printer has done well with promotional materials for the conference. Cards have been sent out to members and fliers have been prepared to enclose with our newsletter. The Committee continues to look for vendors, including "alternative" services such as aromatherapy and massage. The line dancing instructor has been booked. Conference arrangers plan to employ a "point system" encouraging attendees to participate in events and activities.

Document Delivery

Barbara Kormelink is the new Chair of this Committee, replacing Jane Claytor. Barbara and Leslie Behm reported on a change in NLM procedure which will affect us all: NLM is no longer accepting tape loads into SERHOLD (e.g. from OCLC). SERHOLD updates must now be done online by a resource or outreach library; charges for this services will be \$0.25 per record. Individual libraries may not update their own holdings. Barbara and Leslie proposed that MHSLA pay Michigan State University for SERHOLD inputting this year. This would not be much of an extra expense since we will no longer be paying for the tape load.

MSU staff will be receiving SERHOLD training from the GMR in May. Their DOCLINE person, Ann Rudman, will be the main inputter, with help from other students. Leslie will also be attending the training. Once the MSU staff have been trained they'll have a better idea of how each library should submit its changes. The GMR expects us to have SERHOLD updated online by October. We will be including all holdings changes made since July 1997. If members also want their holdings to be correct in OCLC, they will have to report their changes to OCLC separately.

A motion was made that MHSLA pay MSU for SERHOLD update service this year. The motion carried. MSU will invoice us once the work is done.

Membership Committee

Mike Simmons reported on membership renewals. His second notice to institutions included a warning about cutting off DOCLINE and this yielded a good response. Some 29 individuals have not renewed. Mike reviewed the list; many of them have

left or lost their positions and will not be likely to renew. Mike will follow up on the institutional members who have not renewed, but will leave the personal members alone. We had 167 members last year and it looks like we will have about 25 fewer this year.

Nominating Committee

John Coffey told us that a ballot would be ready for our approval at the May meeting. He has spoken with regional group representatives about getting names for new representatives for the Nominating Committee. Also, John recently learned that our bylaws prevent Debbie Jankowski from running for Treasurer again this year, so he needs some names to put forward for that position. He has a couple volunteers willing to run for President-Elect.

Publications Committee

Leslie Behm needs newsletter submissions by April 1 for the next edition. Bylaws are now up and available at our web site.

Research Committee

Leona Williams informed us that the Committee's report on the results of their survey is almost finished! The survey covered climate changes in hospital librarianship from 1991 to 1996. Linda Baker is doing final editing, then the Committee will meet on April 6 to look it over. It will then be submitted to the Board for approval before it gets sent out for publication. They are exploring various publication options.

Technology Committee

Laura Friesen-Lynn has identified another possible "chat room" program, PeopleLink. This software may allow us to set up an online journal club, but we need to determine whether it can offer saving/archiving ability. Laura distributed information on how to download PeopleLink; she will be in touch via e-mail regarding scheduling a live test. Sandy Swanson mentioned that there may also be firewall problems associated with downloading PeopleLink; she is working with her IS people on resolving them.

Regional Group Reports

ERHSLA - Doris Blauet reported that they have been busy planning our conference. They will be meeting again on May 7. The group is thinking of offering the "Chicken Soup for the Woman's Soul" course if we do not arrange it for the annual conference. Mike Simmons asked them to give him any advance information on the conference that we might want him to mount on the web site.

MDMLG - Alexia Estabrook reported that the two PubMed training sessions they offered this month were very successful. They meet again at Botsford in April; the topic is outreach. Their Research Committee is pre-testing a survey instrument on how ambulatory care centers get information. Alexia also mentioned that she has

resigned her position at Providence Hospital, but she intends to remain active in MDMLG and MHSLA.

M-MHSL – John Coffey stated that they offered an NLM update last month. Recent changes at NLM worthy of note include the online distribution of several of their publications, particularly the *NLM Technical Bulletin* which is no longer available in print form. The update featured a live trial of PubMed, which John felt retrieved some weird results and will take some getting used to.

MACHIS – Marge Kars sent word that they are planning a Friday morning event at the annual conference with Linda Baker; topic will be research.

NMHSLG – No report at this time.

UPHSLC – Ken Nelson reported that the group is discussing doing a survey of UP physicians and health professionals. The survey would be a modified version of one used by MDMLG a few years ago and published in *Network*. Ken also informed us that Marquette General Hospital is finally online with Ovid. There were problems getting Current Contents and CINAHL to work properly which took weeks to resolve. By way of apology, Ovid is sending a trainer to MGH for one day and waiving the training fees.

WMHSLA – Betty Marshall reported that the group's February meeting was cancelled. They will soon be busy working on the 1999 conference. They are sponsoring a half-day PubMed class on April 30 at the Grand Rapids Public Library.

GMR Regional Council – Stephanie John reported that there is course development money for health care professionals available from the GMR. Also, GMR is sponsoring fellowship grants for two hospital librarians this year. Recipients will spend one to three weeks at the medical library of their choice, learning whatever they wish. The maximum amount for this grant is around \$2000, part to the visiting librarian and part to the host library.

Old Business

Ken Nelson sent out an e-mail last week asking for input on his letter to Congress. He asked that we return our feedback soon regarding the features we'd like to see in the NLM system which succeeds ELHILL.

New Business

Board members expressed the desire to honor Jane Claytor for her years of service to medical librarianship and MHSLA. No official award process or guidelines exist at this time, other than the traditional letter of appreciation sent from the MHSLA President at the conclusion of a board member's term. A motion was made and

approved that Ken Nelson write such a letter to Jane. Another motion was made that Leslie Behm assemble an ad hoc committee on guidelines for the recognition of distinguished service. This motion was also approved; Doris Blauet and Jennifer Barlow volunteered to help.

John Coffey suggested that M-MHSL plan an informal get-together in Jane's honor. Board members will be invited and can come if they wish. It was agreed this is a good idea. Leslie has mentioned to Jane that her MHSLA friends would like to do something for her.

There being no further business, the meeting adjourned at 11:50 a.m.

Respectfully Submitted,

Jennifer Barlow
MHSLA Secretary