



**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
EXECUTIVE BOARD MEETING**

March 30, 1999

Michigan Athletic Club

Affiliated Groups

Eastern Regional Health Sciences Libraries Association	<u>P</u>	<u>A</u>		
Metropolitan Detroit Medical Library Group				
Michigan Association of Consumer Health Information Specialists	X		Diane Hummel	President
Mid-Michigan Health Sciences Libraries	X		Doreen Bradley	President-Elect; Conference Planning
Northern Michigan Health Sciences Libraries Group	X		Ken Nelson	Immediate Past President; UPHSLC
Upper Peninsula Health Sciences Libraries Consortium		X	Jennifer Barlow	Secretary
Western Michigan Health Sciences Libraries Association	X		Rosemary Whelan	Archivist
	X		Ellen O'Donnell	Treasurer
	X		Lea Ann McGaugh	Audit Committee;
		X	Mary Hanson	Research Committee
		X	Betty Marshall	Bylaws Committee
		X	Mary Jo Wyels	Collection Development Committee
		X	Barbara Kormelink	Collection Development Committee
		X	Stephanie John	Document Delivery Committee
	X		Valeria Long	Education Committee; GMR Rep
		X	Sandy Swanson	Education Committee
		X	Mike Simmons	Local Arrangements Committee; WMHSLA
	X		Joan Emahiser	Membership Committee
	X		Leslie Behm	Nominating Committee; MDMLG
		X	Leona Williams	MDMLG
	X		Laura Friesen-Lynn	Publications Committee
	X		Doris Blauet	Research Committee
	X		Alexia Estabrook	Technology Committee
	X		John Coffey	ERHSLA
		X	Marge Kars	MDMLG
	X		Norma Powers	M-MHSL
				MACHIS
				NMHSLG

Call to Order

The meeting was called to order at 10:13 a.m.

Approval of Minutes

A change was made to page 3 of the minutes of our January 26 meeting, in the Document Delivery section. Second sentence should read: "There is definitely interest in QuickDoc training since Docline *will be switching* to Web access." Doris Blauet moved that the minutes be approved as corrected, Alexia Estabrook seconded, and the motion passed.

Archivist's Report

No report at this time.

Treasurer's Report

Ellen O'Donnell distributed a report covering financial activity for the period 1/23/99 through 3/18/99. There was not much activity during this period. Our balance stands at \$34,921.72. Ellen informed us that the Internal Revenue Service has charged us a penalty for filing improprieties. She is trying to get the penalty waived or reduced. Ellen reminded us that if we receive more than \$25,000 in income for three years in a row, we need to file a report with the IRS explaining how we spent our money. We will have to be sure that all our expenditures are appropriate and justifiable.

Mike Simmons mentioned that he just turned in over \$300 in membership dues to the Treasurer.

Audit Committee

Lea Ann McGaugh reported that the books have been turned over to the auditor. They should be back sometime after Easter.

Bylaws Committee

Mary Hanson sent word that she has not yet submitted the revised bylaws for mounting on our web site, due to technical difficulties.

Collection Development Committee

No report at this time.

Conference Planning Committee

Doreen Bradley reported that the Midwest Chapter MLA Board wants to offer member discounts on conference registration fees. They tout the reduced conference rate as an important benefit when soliciting new members.

Doreen distributed the new proposed fee schedule:

	<u>MCMLA & MHSLA Members</u>	<u>Non-Members</u>
Early registration	\$165	\$200
Late registration	200	235
One day registration	100	120
Full day CE course	150	170
Half day CE course	85	95
GMR CE course	50	50

We will not be offering student rates.

MCMLA changed the date of their Board meeting from Wednesday to Tuesday, so we will need to change the official dates of the conference on all the published schedules to October 5-9, 1999. Arrangements have been made with the hotel for rooms and dinner on Tuesday. The MHSLA Board has decided that we will not have a Board meeting at the conference.

Carla Funk, Executive Director of MLA will be attending, and an invitation has been extended to Frieda Weise, incoming MLA President.

Education Committee

Valeria Long reported that the call for papers has gone out. Ken Nelson will be sending out a call for posters. Confirmation letters and AV requests have been sent to all conference speakers.

Also, a spring workshop for support staff will take place on April 20th at the Michigan Library Consortium in Lansing. Instruction will be offered in how to search FirstSearch and SearchBank for medical information.

Local Arrangements Committee

No report at this time.

Document Delivery Committee

No report at this time.

Membership Committee

Mike Simmons had a response from Port Huron Mercy thanking him for letting them know their dues were delinquent. They did not want to be removed from Docline. Six other institutions have not renewed their memberships, but all state that they are in the process of doing so. Mike will check with Leslie Behm to see if any of them are Docline users; if so, they will get a letter warning them that their Docline access will be turned off if they don't pay. The Board instructed Mike and Leslie to set a deadline for compliance and enforce it.

Mike will coordinate with Leslie on the printing of our membership directory. A list of officers and committee chairs will be included. Board members suggested also listing libraries by OCLC code and Docline code. Leslie said this can be done; she will look into getting binder tabs for the new sections. Mike is working on getting the directory up on the web site and searchable.

Nominating Committee

No report at this time.

Publications Committee

Leslie Behm is putting the spring issue of the newsletter together. She will add the call for papers from Ken and the preliminary conference agenda. She invited members to submit any news tidbits they'd like to share. Leslie needs all items for the newsletter by this Friday.

Research Committee

Lea Ann and Leslie reported a disappointing rate of return on the surveys sent out. Surveys were due back February 26, but only 28 have been returned out of 77 sent. They urged those who haven't done so to complete as much as possible of the survey and return it. Leave blank anything you can't fill out; an incomplete response is better than none. Leslie will be sending a second copy of the survey to non-respondents and will make a plea for responses on the listserv and in the newsletter.

The Research Committee hopes to make this an annual survey, but only if enough questionnaires are returned to make it worthwhile. They will revise the instrument for next year based on this year's responses.

Technology Committee

Laura Friesen-Lynn announced that three journal clubs have been started, but are going slowly. The Technology Committee would appreciate any and all feedback on the journal clubs; this will help them prepare their poster presentation for the MLA Annual Meeting. The WebCrossing software seems to be working well. Laura will do what she can to encourage participation in the journal clubs.

Regional Group Reports

ERHSLA – Doris Blauet stated they have met only once since our last conference. They will meet with the Michigan State University focus group next week to discuss service to medical students and residents. Doris told us that Arlene Cousins from Genesys/St. Joseph retired last week.

MDMLG –Alexia reported that their February meeting featuring Fran Buckley went well. On April 15 their speaker will be Nettie Seabrooks, Chief Operating Officer of the City of Detroit (and a librarian by training). They will have Dorothy Hill coming in September.

Also, Barb Burson and Myrna Proctor are retiring from St. John and two part-time positions will be posted.

MACHIS – No report at this time.

M-MHSL - John Coffey reported that Harvey Brenneise hosted their last meeting. They toured his new facility and watched a twenty-minute video promoting the Michigan Electronic Library. The video was narrated by two television news anchors from Lansing and was very well done.

Harvey will be presenting at their next meeting. He runs the electronic library for the Michigan Public Health Institute, providing online resources for public health workers in the state.

NMHSLG –Norma Powers informed us that Munson continues to expand. Her library provides services to three other hospitals they own or are affiliated with. No extra money has been

allotted to the library for serving additional clients. However, they do receive funds from Munson's medical staff. Norma just visited the hospital in Manistee and is developing a proposal to provide services for them as well. It is important to Munson to keep the clinics and smaller hospitals in their area alive.

A planned Community Health Information Center will be under Norma's direction. Thirteen hundred feet of a new 3000-foot space has been allotted for this project, which will provide free library services to the community. They meet with the architect next week; Norma and her staff will be visiting the new hospital libraries in Grand Rapids to get design ideas. Norma has been wanting to do this for years, and once her CEO signed on to the idea, things started moving very quickly.

A deposit has been made with the Park Place in Traverse City to reserve the space for the 2000 conference. Room rate will be \$85 single/\$95 double.

UPHSLC – Ken Nelson announced he has a new staff member, Kathleen Heitman. This position, formerly held by Denise Macmillan, has been vacant for four months. Marquette General Hospital is expanding and the library may move. Ken is thinking of adding EMBASE to the library's Ovid offerings.

Ken met with Janice Lester and Nancy Manninen on March 11 after the videoconference "Dancing with Change." They are still working on a needs assessment questionnaire for health professionals.

Michigan Technical University will be hosting some MLC workshops next month, on copyright and authority control.

WMHSLA –The first postcard announcing the conference is about to be mailed.

GMR – No report at this time.

New Business

Rosemary Whelan has transferred to the Law Library at the University of Michigan and has resigned her position as our Archivist. Diane Hummel will try to recruit a new Archivist. The Board discussed contracting for storage of the Association's records. While this would cost us money, it would ensure the security of our archives. Currently, the records are stored by the Archivist wherever he or she can find a place for them. They move each time a new Archivist takes office. It would make sense to contract for storage in a central location such as the Library of Michigan. We might be able to contract for indexing service as well. Diane will ask the new Archivist to research these possibilities.

The question was raised of whether we should sponsor a MHSLA member to attend the annual meeting of MLA. This is something we have never done, and it would be quite costly. Room and board at an annual meeting can really add up. Some thoughts the Board had included:

- supporting a first-time attendance at MLA;
- increasing our support for members to attend the MHSLA conference;
- supporting MHSLA members who are presenting posters or papers at MLA.

This question was delegated to the Education Committee. Regional groups are welcome to submit their thoughts; we may also float the ideas on the listserv. After our fall conference, the

Education Committee will consider this question and will develop recommendations for the Board.

The Board discussed Harvey Brenneise's working paper on the Michigan Community Health Electronic Library (available online at <http://www.mphi.org/MITC.html>). Leslie Behm met with him yesterday and suggested some names of MHSLA members he could include in the focus group he is planning. Harvey hopes to get this group together in late April. Financing for this project will be challenging.

We may have an opportunity to do some outreach at the Michigan Health & Hospitals Association conference on Mackinac Island in June. Leslie Behm will investigate.

A plaque was presented to Ken Nelson in appreciation of his service as our President last year.

Adjournment

There being no further business, the meeting adjourned at 12:08 p.m.

Respectfully submitted,

Jennifer Barlow, MHSLA Secretary