



**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
EXECUTIVE BOARD MEETING
May 19, 1998
Michigan Athletic Club**

Affiliated Groups	<u>P</u>	<u>A</u>		
Eastern Regional Health Sciences Libraries Association	<u>P</u>	<u>A</u>		
Metropolitan Detroit Medical Library Group	X		Ken Nelson	President; UPHSLC
Michigan Association of Consumer Health Information Specialists	X		Diane Hummel	President Elect; Conference Planning
Mid-Michigan Health Sciences Libraries		X	Deborah Adams	Immediate Past President
Northern Michigan Health Sciences Libraries Group	X		Jennifer Barlow	Secretary
Upper Peninsula Health Sciences Libraries Consortium	X	X	Rosemary Whelan	Archivist
Western Michigan Health Sciences Libraries Association	X		Debbie Jankowski	Treasurer
	X		Lea Ann McGaugh	Audit Committee; Research Committee
			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		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 10:03 a.m.

Approval of Minutes

Minutes of our March 17 meeting were approved as distributed.

Archivist's Report

No report at this time.

Treasurer's Report

Debbie Jankowski distributed a report covering financial activity for the period 2/5/98 through 4/3/98. Our bank balance stands at \$34,482.79. The report was approved as submitted.

Audit Committee

Lea Ann McGaugh reported that an audit of the MHSLA books was completed on April 7 at Hurley Medical Center. Lea Ann, Laura Friesen-Lynn and Martha Studaker performed the audit. They found no problems with the books. To help keep careful track of our expenditures, it would be helpful if people submitting requests for reimbursement could provide detail on exactly what was purchased. Descriptions such as "conference expense" or "printing" can be vague and confusing. Lea Ann suggested that we develop a form to be submitted with receipts for reimbursement which would provide the necessary amount of detail. The form could be mounted on our web page and printed off by individuals as needed. The Board approved this suggestion. Lea Ann and Debbie Jankowski will design the form and will give a copy to Mike Simmons to be added to our website.

Bylaws Committee

The Publication Committee's charge has been changed to include responsibility for the MHSLA website, as well as for certificates issued for Board service. Bylaws need to be revised to reflect these changes. Leslie Behm and Mary Hanson will draft a revision to be voted on at the next annual meeting.

Collection Development Committee

Betty Marshall reported that she has had some computer catastrophes and her work on the database of unique titles has been delayed. Happily, the data was not irretrievably lost, and Betty will continue working on this project.

Conference Planning Committee

Diane Hummel distributed the proposed budget and schedule for the 1998 conference. If we get the same registration income as last year, we may lose as

much as \$4000 on this conference. The Board decided to leave the inclusive registration fee at \$250, the same as last year. We will try to solicit additional funds from vendors to help with the shortfall. SilverPlatter has already promised \$600 toward their "Lunch and Learn;" the lunch actually costs \$1500 so perhaps they can be persuaded to pick up the whole check. The Committee is also hoping for a conference contribution from Ovid. (Can we get these two MEDLINE vendors in a bidding war?)

Included in the approved conference budget are the three conference scholarships traditionally offered by MHSLA. One scholarship will be offered to students at each of the two library schools (Wayne State and University of Michigan); the third will be offered to a new MHSLA member. Joan Emahiser reported that the winner of last year's raffle for 1998 conference registration will not be able to attend - so that will be one less expense for us.

Education Committee

Diane Hummel reported for Sandy Swanson and Alexander Lyubchansky. They send apologies because they have not as yet planned a workshop for support staff. They need ideas and wondered if they can recruit a support staff person to serve on the Education Committee and provide a paraprofessional perspective. The Board thought this was an excellent idea and encouraged them to do so. Support staff members have participated on committees in the past - any personal MHSLA member is eligible to serve - but it's often difficult for support staff to get time off for meetings.

We brainstormed some possible ideas for a support staff workshop. Transferable skills such as time management, stress management, and dealing with difficult people might be valuable for these colleagues. Job-specific skills such as a QuickDoc workshop or a session on preservation and book repair were also mentioned. Diane will pass these thoughts on to Sandy and Alexander.

Local Arrangements Committee

Doris Blauet told us the Committee is hard at work preparing for the conference. As presents to registrants we will be giving out folio notepad holders rather than the traditional cloth bags. Healthy menus have been planned for us, and some chocolate is included! The conference schedule can be mounted on our website now that it has been approved; Mike Simmons will take care of this. Registration forms will be printed and mailed in early July.

The question arose as to whether the conference hotel offers a day care service for children. Doris will look into this.

Document Delivery Committee

Leslie Behm reported for Barbara Kormelink. The GMR will not be training MSU staff to do SERHOLD inputting; Leslie and her staff person will have to figure it out themselves. They will undertake this once Leslie gets back from the MLA

conference. When they've learned the system, they will let us know how best to report our journal holdings changes to MSU. In the meantime, we can print off our holdings from the GMR website and make corrections on the printout, or use OCLC work forms, and send our changes to Leslie.

To save money and effort, the Committee recommends we not produce a MISHULS listing this year. MHSLA will be paying MSU to do our SERHOLD inputting, and member libraries will also be paying to keep their OCLC records current. MISHULS would cost another \$800 or so, and would be a duplication of information available from the GMR web site. A motion was made and seconded that we not produce the MISHULS listing this year, and that next year we re-evaluate the situation to determine if we should again undertake production of the MISHULS listing. The motion was approved.

Leslie will be tracking the cost of SERHOLD inputting this year. It's possible that MHSLA will need to increase our institutional membership fee to cover the cost of providing this service. Alternatively, we may choose to charge for extra inputting beyond a specified free allotment. But we'll need some data before we make these decisions.

Membership Committee

Mike Simmons informed us that the membership directory has been printed. He solicited last-minute corrections, and as many as possible of these have been incorporated. Our membership stands at 145: 70 institutional, 17 dual, and 58 personal members. One hundred twenty-eight members provided an e-mail address; 64 reported a web page associated with themselves or their institutions. Thirty-six members identified themselves as consultants, 20 as mentors, and 42 as AHIP-credentialed. Thirty members are affiliated with MACHIS and 46 reported having special expertise in some area. Mike has collected an additional \$315 in dues which he will be turning over to the Treasurer.

We observed that of the 128 members with e-mail access, only half have signed up for our listserv. The Board discussed ways of encouraging participation in the listserv. Many members may not realize that the listserv is worthwhile and does not involve a great deal of e-mail. Leslie Behm suggested that we sign all members up automatically, unless they request that we not do so. A motion supporting this proposal was made, seconded and approved. Leslie will send a note out with the membership directory being mailed next month, informing members that we will sign them up to the listserv as a courtesy to keep them informed of conference happenings. The note will ask members to contact Leslie if they do not wish to be signed up for the listserv.

Nominating Committee

John Coffey distributed the slate of candidates for 1998-99. Doris Blauet and Doreen Bradley are running for President-Elect; Robin Alanen Mosher and Ellen O'Donnell will stand for Treasurer.

Nominating Committee candidates are: for ERHSLA, Martha Studaker; for MDMLG, Joan Emahiser; for M-MHSLA, Steve Kalis; for NMHSLG, Alexander Lyubechansky; for UPHSLG, Nancy Manninen; for WMHSLA, Marge Kars. Marge Kars will be providing John with a name for the MACHIS nominee next week. The Board approved this slate as presented. John will obtain biographical sketches and statements of aims to send out to the membership with ballots.

Publications Committee

Leslie Behm reported that the list of unique journal titles has been mounted on our website. Bylaws are also available on the website in pdf and html format. Guidelines and policies for what can go on our web pages have been drafted and mounted on the site. Conference information has been mounted and will be expanded. Mike Simmons is still exploring journal club conferencing software. Leslie will be getting another issue of the newsletter out to members before the conference.

Research Committee

Lea Ann McGaugh announced that the Committee has finished their survey report on climate changes in hospital librarianship, 1991-96. The report totals 38 pages, with appendices; they will be mailing it out to respondents soon. Lea Ann and Leslie Behm will work on rewriting the document for publication. They need to do this soon or the chances of getting it published will be slim, as the data are becoming dated.

The Committee is preparing to undertake a new project involving benchmarking. They propose to do an annual survey measuring some basic library service and collections data which would be useful for administrative decisions. Examples of measurements might include number of FTEs by library or institution size; number of mediated searches and interlibrary loans; number of OPAC terminals, Internet workstations, full-text online products offered; library square footage and number of seats. Leslie and Lea Ann are soliciting input from members on what we currently count and what data would be useful to collect. They would appreciate receiving suggestions before their next meeting on June 25.

Technology Committee

Laura Friesen-Lynn sent the following report [sent before the Board meeting, but not received by the Secretary until afterward]: It is still a definite possibility that it will be worthwhile to apply for Universal Service Funds for a subset of our

institutional members for the 1999 round. Also, the Committee is investigating another web-based software product called DocReview that may work for our electronic journal club, without everyone having to download software to their machines.

Mike Simmons informed the Board that MSU may have some software on their computer system that would be available to us and may work for the journal club. He will try to find out more about this.

Regional Group Reports

ERHSLA – Doris Blauet reported that the group met last week, and conference planning is moving along well.

MDMLG – Alexia Estabrook and Joan Emahiser reported on the group's activities. They held a session April 16 on hospital libraries' outreach to ambulatory sites. The MDMLG Board met May 8 and approved budgets. Their annual meeting is coming up on June 18. The group is restructuring how committees report – this is likely to be an extended project. Their logo is being redesigned for the year 2000. They have undertaken a benefits and salaries review which they hope will provide ammunition for administrative lobbying. Their Research Committee has completed a survey tool on outreach to ambulatory sites. They prepared and sent a letter to Donald Lindberg at NLM regarding changes they'd like to see in PubMed.

MACHIS – No report at this time.

M-MHSLA – John Coffey stated that the group last met on May 11. Leslie Behm demonstrated web resources at MSU available to members. There are two PubMed training session planned for June 26 at MSU; continuing education credit will be offered. They would still like to plan a social event for Jane Claytor, but so far Jane has been reluctant. Debbie Jankowski will try to get in touch with her.

NMHSLA – Norma Powers sent the following report: Munson Medical Center's Library will be moving, probably late summer. This is an unplanned move for them. They currently have a good central location, but Administration wants to expand into the library's space. Norma objected to the temporary location originally proposed for the library; now it looks like they'll be moving to the lower level Pavilion, displacing Quality Management (which is in Norma's division, making for some conflict among the larger team).

Munson hosted MLA's teleconference on the Digital Library. They provided a downlink to Northern Michigan Hospital and made a videotape for Mercy North.

Alexander Lyubechansky is doing a presentation on "Quality Filtering of Medline Searching Using PubMed" to the medical staff of Northern Michigan Hospital at their weekly conference.

Plans are formulating for a new consumer health library, probably in a new medical office building to be raised on the former site of the Traverse City Osteopathic Hospital. This would be a fine location, close to several clinics, with ample parking and good visibility. Norma is forming a task force to develop plans and visit other such libraries. She has been pushing this idea for years, and now a corporate CEO has taken interest in the project.

Finally, Munson just took over management of the two Mercy North Hospitals in Cadillac and Grayling. So far it's unclear how the library will be impacted.

UPHSLG - Ken Nelson told us about the Evidence-Based Medicine program at Rush University which he attended on May 8. It was co-sponsored by NNLM and was quite worthwhile.

The UPHSLG is developing a survey on information needs of doctors and hospitals in their region. A class on PubMed and Docline, taught by Leslie Behm, will be offered at Michigan Technical University in July. Marquette General Hospital is evaluating an EBSCO business database for their collection. They plan to install compact shelving in July.

[After the Board meeting, Ken reported to the Secretary that he will be attending the Michigan Health & Hospital Association conference on Mackinac Island in June.]

WMHSLA - Betty Marshall reported that the group still has not met. They did sponsor a PubMed class on April 1 at the Grand Rapids Public Library, again taught by Leslie Behm. The group will be getting together in June or July to continue 1999 conference planning.

GMR - Changes in SERHOLD is the major issue facing the region. Another issue involves participation of Canadian libraries. Some libraries in the Windsor area would like to join Docline, but the National Library of Canada insists they cannot join directly. They are being required to go through CISTI.

Old Business

Ken Nelson wondered if he still needs to write a letter to NLM outlining changes we need to see in PubMed to make it more useful and reliable. NLM has recently received extensive input from medical librarians regarding PubMed, and they seem to be taking these suggestions seriously. The Board agreed to table this matter for the time being while we collect input from members. Leslie Behm will be asking for suggestions from users at the PubMed training sessions she is giving.

New Business

Leslie Behm observed that we have a lot of leftover bagels and muffins from the morning portion of our meeting, and asked if we should dispense with the morning bakery order. The group suggested that we reduce the order but still provide a few bagels and pastries for the meeting.

Our next Board meeting will take place in September at the annual conference in Port Huron. We will take a fax vote on the bylaws revision over the summer so it can be presented to the membership at the conference.

The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Jennifer Barlow
Secretary