



**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION  
EXECUTIVE BOARD MEETING  
May 25, 1999  
Michigan Athletic Club**

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

### **Call to Order**

The meeting was called to order at 10:20 a.m.

### **Approval of Minutes**

A change was made to page 3 of the minutes of our March 30 meeting, last sentence in the Conference Planning section. The incoming MLA President's name is spelled *Weise*. Leslie Behm moved that the minutes be approved as corrected, Doris Blauet seconded, and the motion passed.

### **Archivist's Report**

Diane Hummel has not yet appointed an archivist. She has received some suggestions of people who might be interested.

### **Treasurer's Report**

Ellen O'Donnell distributed a report covering financial activity for the period 3/19/99 through 5/18/99. Our balance stands at \$35,165.32. Ellen was successful in persuading the Internal Revenue Service to waive a penalty fee we were assessed for improper filing for the 1996-1997 fiscal year. Her diligence saved the organization over \$1400.

### **Audit Committee**

Lea Ann McGaugh reported that her Committee has reviewed the books. They found the books in excellent order from check 1432 through check 1480 dated February 26, 1999. Air fare is still a large expense. The Board reiterated the recommendations made after the 1997 conference to try to keep travel costs down. We will communicate to speakers that we will only reimburse the value of coach air travel, advance ticket cost (at least two weeks), for the most direct route. Valeria Long will add these guidelines to the Education Committee notebook.

The question was raised of whether we can place our money in an interest-bearing account. This needs to be investigated; we will wait until we've paid for the 1999 conference and the SERHOLD inputting by MSU.

### **Bylaws Committee**

Leslie Behm is awaiting the bylaws which Mary Hanson has revised to reflect changes approved at the 1998 Annual Meeting. When received, they will be mounted on the web site.

### **Collection Development Committee**

Betty Marshall has been answering questions from member libraries regarding discard decisions. Her database contains over 2700 titles held by five or fewer libraries.

### **Conference Planning Committee/Local Arrangements Committee**

Doreen Bradley reported that the conference programs and registration forms will be mailed out in early June. Registration forms will also be available on our web site. We have a new contact at the Amway Grand who has been working with Sandy. The hotel will extend the conference rate to include Monday, October 4.

Frieda Weise of MLA will not be attending after all, but J. Michael Homan, MLA President-Elect, is planning to come. The deadline for posters and papers is May 30.

An optional tour has been added for Saturday, October 9. It will be a guided bus trip around Grand Rapids, including tours of Amberg Library and St. Mary's Library and a lunch. Our special event on Thursday evening is a reception at the Gerald Ford Museum. This will include light refreshments and entertainment. An excellent exhibit on the 20<sup>th</sup> Century will be up at the Museum and available for our perusal.

### **Education Committee**

Valeria Long reported that a workshop was held for support staff at MLC in Lansing on April 20. Bill Forgette of MLC offered instruction in searching the Access Michigan databases FirstSearch and SearchBank. Feedback from the twelve attendees was positive (although the lunch they were served left much to be desired).

Program planning for the conference is going smoothly. Valeria recently met with a team from the GMR Regional Medical Library to discuss the videoconference session on *Exploring Technology*. This half-day CE course will be broadcast from the Cook Institute in Grand Rapids to four other sites in the Midwest. The GMR will provide publicity for this videoconference. MHSLA will coordinate registration for all the sites.

### **Document Delivery Committee**

Leslie Behm reported that Barbara Kormelink has written to four institutions registered on DOCLINE who have not paid MHSLA dues, warning that their DOCLINE access would be revoked. All were in the Detroit area and none has responded.

### **Membership Committee**

Mike Simmons said membership renewals keep trickling in. We are currently at 131 members, down quite a bit from last year. The membership database on the web seems to be working and Mike encouraged us to try it.

Mike voiced his willingness to continue as membership Chair. He feels we can take advantage of the electronic database to get memberships processed faster. Inputting from handwritten membership forms is problematic and errors can occur. Mike suggests we redesign the paper form, and make more use of the electronic form (e.g. have members verify their information online and get back to us with corrections). We could use the Midwest Chapter MLA form as a model; it shows text in one column and space for corrections in another.

Mike and Leslie will be working on the 1999 directory this weekend.

### **Nominating Committee**

Joan Emahiser presented the slate of candidates. Doris Blauet is running unopposed for President and Diana Balint is running unopposed for Secretary. The Board and the Nominating Committee still need a representative from the Upper Peninsula. Ken Nelson's administration nixed his participation this year. There are not many other members in the UP from whom to choose.

Betty Marshall moved that the slate be approved as presented, Doris Blauet seconded, and the motion passed.

### **Publications Committee**

Leslie Behm is revising the MHSLA brochure. MLA's "Making a Difference" communications tool has been useful. The Midwest Chapter MLA wonders how many MHSLA chapters have

web pages; currently it's just M-MHSL and MDMLG. A MACHIS web page would be a great idea; many renewing MHSLA members expressed interest in MACHIS on their registration forms. Perhaps Marge Kars could be persuaded to develop the web page.

The Board discussed mounting our list of officers in the public section of our web site and decided to do this.

### **Research Committee**

Lea Ann McGaugh stated that the second mailing of the "benchmarking" survey was mailed and four responses have been received (as well as one refusal). Lea Ann and Leslie acknowledged that the questionnaire takes a lot of work. Respondents should just fill out what they can; the Research Committee can revise and streamline the instrument for next year according to what data people actually collect. This project was undertaken because member libraries said they would find it useful, so their lack of cooperation has been disappointing.

### **Technology Committee**

Laura Friesen-Lynn reported on the poster presentation delivered at MLA in Chicago. The Committee presented their experience in establishing the electronic journal club. It went well. There were a few probing questions, which members handled deftly.

We do have a situation with the Web Crossing software that needs to be addressed. We have exceeded our file usage allotment. Mike Simmons contacted them and was told we need to upgrade our license to the next level at a one-time cost of \$695.

There are currently three discussion rooms in the journal club; Marge Kars wants to start another but is having trouble accessing the software. We need to encourage participation in the discussions. One idea would be for conveners to take a more active role. Another suggestion was to try a synchronous chat room; the time constraint might make people schedule their participation. A problem with this is that MLA requires printed proof of participation in the discussion to award continuing education credits. Our software doesn't archive chat rooms, so we would need to devise another way to save the discussions. We might make the conveners responsible for archiving.

There may be other uses for the Web Crossing software that we can explore; beyond discussion rooms and chat rooms, it might be useful for committee meetings. Jennifer Barlow moved to pay the \$695 to upgrade our Web Crossing license, Doris Blauet seconded, and the motion passed.

### **Regional Group Reports**

ERHSLA – Doris Blauet said they have not had a formal meeting since our last Board meeting. She mentioned that Pat Moreland retired from McLaren and Lea Ann McGaugh is now Director there. Lea Ann's old job at St. Joseph Mercy will be posted after it has been redesigned somewhat.

MDMLG – Alexia Estabrook reported that the Nettie Seabrook meeting was very successful. MDMLG election results are in, Barb Platz is the new President. Their next meeting, sponsored by Elsevier, will take place at the Bayview Yacht Club. The September meeting at Providence will feature Dorothy Hill.

Alexia noted that she is no longer working at Providence, but works one day a week at Aurora and part-time at St. John's.

MACHIS – As previously noted, Marge Kars is hoping to start a discussion group for MACHIS but has been having technical difficulties.

M-MHSL – A small group met at the Michigan Department of Community Health to plan ideas for next year's meetings and programs. They want to offer a copyright class and also hope to bring in an MLA course (perhaps Bet Ison's strategic planning class).

NMHSLG – No report at this time.

UPHSLC – No report at this time.

WMHSLA – Betty Marshall stated that they will be meeting this Thursday.

GMR – No report at this time.

## **Old Business**

### SERHOLD

Leslie Behm announced that all SERHOLD updating has been done except for a batch that arrived last week. She will prepare an invoice for MHSLA in June when all the inputting has been completed. Leslie would prefer libraries to send their changes in batches, e.g. monthly, rather than trickling in one by one.

### DOCLINE

Leslie attended the DOCLINE sunrise meeting at MLA. DOCLINE forms are up on the Web and look good. NLM expects libraries will be able to do their own updating as of this September. In the new system, users will be able to toggle between OCLC and DOCLINE!

FTS access to DOCLINE is supposedly going away as of June 30, but the Web version will not be accessible until September. It is unclear how we will access DOCLINE in the interim. Contact the GMR with questions or problems.

## **New Business**

### Quorums

Leslie Behm observed that we often have problems getting a quorum for Board meetings. It would be wise to examine how the Board is structured and how quorums are set. We may want to recommend some changes. One possibility would be giving voting members permission to assign an alternate, in the event they can't make a scheduled meeting. The alternate would count as part of the quorum and would have temporary ability to vote.

Another issue concerns the present lack of a Board member from the Upper Peninsula. Requiring representatives from both NMHSLG and UPHSLC means those regions are over-represented on the Board, in relation to their population and number of libraries. In the past these groups have resisted merging. However, their logistical difficulties in getting to meetings make it hard for us to get a quorum. It is time to reconsider the configuration of our Board.

Leslie volunteered to draft some bylaws revisions. After Board approval, they would need to get to the membership 30 days before the annual conference.

Focus Group re: MITC Report

Harvey Brenneise, Director of the Michigan Community Health Electronic Library, called a focus group together in April to begin work on the Michigan Information Technology Commission's recommendations for statewide access to health information. Diane Hummel and Leslie Behm were present at the meeting. About half the invited stakeholders were in attendance. The meeting was led by a facilitator and was quite productive. Diane and Leslie made some valuable contributions to the discussion, including pointing out that nurses and osteopathic physicians should have representation on the project.

Harvey's concept paper describing this project can be found at <http://www.mphi.org/MITC.html>. The initiative is ambitious and inclusive in scope and has great potential for improving access to health information for consumers, educators and health care workers. Cyber-state.org is one of the players and they could be a major source of funding – cyber.state is led by an impressive Board, all from influential organizations with deep pockets.

**Adjournment**

There being no further business, the meeting adjourned at 12:15 p.m.

Respectfully submitted,

Jennifer Barlow, MHSLA Secretary