



MHSLSA  
 EXECUTIVE BOARD MEETING  
 November 17, 1997  
 Northern Michigan Hospital

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	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

Ken Nelson called the meeting to order at 10:02 a.m.

### Approval of Minutes

Minutes of the September 10 Board meeting were approved as distributed.

### Archivist's Report

Rosemary Whelan sent the following report: she received and serviced two requests for items from the Archives.

### Treasurer's Report

Debbie Jankowski sent an overview of MHSLA finances covering the period 6/5/97 – 10/7/97. The report was distributed and reviewed. Our bank balance as of 10/7/97 was \$44,969.63. Joan Emahiser pointed out that some invoices from the 1997 conference are still outstanding.

### Audit Committee

No report at this time.

### Bylaws Committee

Mary Hanson received no questions concerning the bylaws. Bylaws will soon be going up on the MHSLA web site.

### Collection Development Committee

Betty Marshall is waiting for the 1998 edition of MISHULS. When it's received, she will create a list of unique titles and will pass this to Mike Simmons to be mounted on our web site. Ken Nelson wondered if there might be a wider interest in our data; Betty has met with the GMR and they are indeed interested. They would like to see this sort of data collection done region-wide. Her contact at GMR has been Cara Wilhelm.

Norma Powers asked about the objective of this project. Betty explained it was initially undertaken because of concern about library closings, as a way to find appropriate homes for orphaned collections. The project expanded to become a way we can locate titles to borrow from each other.

There was discussion about using the data to identify specific titles which are regularly requested for loan. Our libraries should consider adding subscriptions to such titles. Leslie Behm reminded the Board that such a study was done by Lea Ann McGaugh in 1989. At that time, there were no titles which stood out as being widely requested; the needs of our member institutions showed little congruency. It might be worth repeating the study as so much time has passed. GMR would definitely be interested in such a project if we undertook it.

### **Conference Planning Committee**

Joan Emahiser distributed a detailed report on the 1997 conference. Overall, there was a net loss of \$4500. Local Arrangements actually made a profit, but Education lost money. Speakers' travel costs were higher than they should have been, amounting to over \$2000. We need to investigate whether this was due to last minute reservations or first class travel. Our speakers should not be flying first class.

Joan said the Local Arrangements Committee have kept good records of the conference planning process which will be useful for future committees. She expressed regret over the net loss; the Board assured her not to worry, it was a great conference and we will learn from what went wrong as well as what went right. It was exciting to bring in other groups and non-members.

There was discussion of why some members didn't come to the conference. A survey will be going out with the membership renewal forms asking this question. It will also ask what members would like to see at future conferences. Survey results will be in by the end of December.

1998 conference planning was reported by Doris Blauet. The conference will take place at the Thomas Edison Inn in Port Huron on September 16-18. A contract has been signed with the Inn. This will be our 25<sup>th</sup> annual conference and the theme chosen is "Inventing your future: cutting a path to the 21<sup>st</sup> century." It will be a "dress-down" conference, no work clothes. Activities planned include a pool party, an anniversary party for MHSLA, a barbeque event with line dancing, shopping, massages and a trolley ride. Room prices at the Inn are a very reasonable \$89/99.

### **Education Committee**

Members of this committee have not yet met, but they have had some preliminary discussions via e-mail. They will endeavor to keep speaker travel costs down. There was general discussion of speaker cost vs. value. Alexander Lyubechansky mentioned a Dr. Buchman from Toronto who is an engaging lecturer and would not have to travel far.

### **Document Delivery Committee**

Jane Claytor sent word that the MISHULS orders had gone out. She is having fewer copies printed this time.

### **Membership Committee**

Leslie Behm reported for Mike Simmons. Membership renewals are going out this week. The mailing includes the member survey on conference attendance. Also, the membership directory for 1997 has finally been completed; it lists members by name only. Leslie asked if the Board wanted this mailed out now, or if we want to wait until May 1998 for a full directory which lists institutions as well. Consensus was that it would be valuable to have the 1997 directory mailed out now. Leslie can add

committee rosters to this interim directory, but only if committee chairs get their member lists to her by the end of the week.

### **Nominating Committee**

John Coffey reported no action to date; they will start recruiting after the holidays. He urged us to think of names to suggest for Treasurer and President Elect.

### **Publications Committee**

Leslie Behm said she would be working on the newsletter over the Thanksgiving break and plans to send it out in December. Mike Simmons has put 1998 conference information up on our web site. The listing of unique journal holdings and the MHSLA by-laws will also be going up on the site. Plans to mount a searchable membership database on the web have been delayed (new equipment is needed).

Leslie asked the Board if we need or want to archive the messages which have been posted on our listserv. It was decided that Leslie will save the listserv messages to disk and submit them to the Archivist. We do not see a need to load the old messages onto the web site.

Ken Nelson asked how many members still don't have Internet access, and wondered what we can do to encourage them to get online. Leslie checked her membership records: of 156 members, 112 provided an e-mail address.

### **Research Committee**

Leona Williams reported that the committee was inactive through the summer. They are now working on compiling the results of their survey on climate changes in hospital librarianship. It should be ready to submit for publication by the end of December. Copies of the 20-page report will be sent to all respondents. The Board requested that the report also be mounted on our web site in the members-only area.

Leona asked if any old files on the Research Committee's work were extant (they aren't). She mentioned that the Committee is looking for new members, and inquired about their budget (they need to prepare one and submit it to the Board; this is an appropriate time of year to do so). Leona also asked for suggestions for new research activities. Ken Nelson has proposed a study benchmarking library processes, such as reference assistance, cataloging, searching or document delivery. Interest was expressed in such a study. Norma Powers stated that she has done two benchmarking studies, on searching and document delivery. The data were useful and impressed her administrators.

### **Technology Committee**

Ken Nelson read a report from Laura Friesen-Lynn. The Technology Committee has not met but has been holding discussions via e-mail. They have come up with a concept for an electronic journal club which would involve an archivable listserv and a moderator. Topics would be discussed for two weeks and then the discussions would be archived. CE credits could be issued for participation. MSU would need to install a

new NT server to make this possible. Leslie Behm informed us that the new NT server has been delayed for quite a while and may not be arriving any time soon. She suggested looking into AOL's Instant Messenger software as another way to run the journal club.

The Technology Committee has drafted a letter to the Michigan Library Consortium inquiring if MHSLA can apply for USF telecommunications discounts as a consortium, with MLC as the Internet provider. The committee has also been looking at the new statewide journal holdings database, SPAN, to examine its usefulness as a possible replacement for MISHULS.

A brief discussion of the USF followed; there is general uncertainty about how, or whether, the discounts will affect our libraries. Sandy Swanson has been following this issue. She thinks the USF would be of most benefit if you are planning a project for library services which involves a substantial outlay for telecommunications hardware (e.g. routers).

### Marketing Committee

Leslie Behm moved that this committee be disbanded. Its major functions can be handled by the Publications Committee. Members have not had time to visit other conferences to recruit for MHSLA, as was originally intended. The motion to disband was approved.

### Regional Group Reports

ERHSLA - Members have been busy planning the 1998 conference.

MDMLG - Two meetings have been held: one with Canadian librarians in September, another with MLC to discuss SPAN. Hospital library members were concerned about their holdings showing up in SPAN, resulting in a flood of ILL requests from schools and public libraries. A solution was devised: the library's symbol will appear with their holdings, but library names will be removed. Any library wishing their name removed from SPAN should contact Aaron Smith at MLC.

MDMLG's Education Committee will offer two PubMed training sessions in March, and a CE class in April on advanced HTML and Java scripting.

MACHIS - They are talking about holding an event in April.

M-MHSL - Leslie will be teaching a half-day class on Internet Grateful Med. She is now the coordinator for health science libraries at MSU (the job formerly held by Craig Mulder). She is also outreach librarian for the GMR. Mike Simmons has obtained a health sciences library position at last! He is working Science Reference at the MSU main library. John Coffey is working half time at the clinical center and half at the main library. M-MHSL members are planning a holiday excursion: dinner theater at Turkeyville.

NMHSLG - Sue Warren has left her position at Mercy in Grayling, a new person is taking over. Mercy Hospitals have been negotiating with Munson regarding shared services. At this point NMHSLG is just Alexander Lyubechansky and Norma Powers. Norma has been busy at Munson getting a new OPAC up. Alexander faces JCAHO this week; he will post a message to the listserv letting us know how it goes.

UPHSLC - They are looking into ways to connect libraries to small hospitals in rural areas of the U.P. Joan Emahiser suggested they contact Nancy Bulgarelli at William Beaumont; she has done some work in this regard.

WMHSLA - Committee assignments have been made for 1999 conference planning. Sandy Swanson is working on setting up CE classes on PubMed and PDQ.

GMR - We still need a representative to the GMR who can keep us informed of what's going on in the NN/LM. We are not sure who our representative is at this point. Betty Marshall volunteered to take this on.

### Old Business

Sandy Swanson reported on planning for the 1999 fall conference. This will be a joint venture with the Midwest Chapter MLA. Sandy has persuaded MC/MLA to hold the conference Wednesday through Saturday, rather than Saturday through Tuesday as they normally do. The conference theme is still under discussion; MC/MLA will be 50 years old in 1999 so there are some possibilities there. Contract with the Amway Grand Hotel has been signed and meeting rooms reserved. The conference bank account is in MHSLA's name. Sandy recommended setting up an Education Committee now for 1999; Joan Emahiser told us that some current members are willing to stay on to offer continuity.

MC/MLA conference sessions don't offer CE credit but our sessions normally do. The Board discussed the difficulties in arranging for CE credits for the concurrent sessions, the main problem being the length of the sessions planned at this joint conference. It was decided not to try for CE for the Thursday and Friday sessions.

Sandy has some questions regarding the conference's financial arrangements. There will be duplicate expenses with two groups meeting together, and separate funds and documentation will be needed. Also, MC/MLA offers a \$1000 grant toward the cost of a speaker; Sandy wondered if MHSLA could offer some financial support toward general conference expenses, to help keep fees down. A motion was made and approved that MHSLA provide \$1000 in unrestricted funds for the 1999 conference.

### New Business

The next Board meetings will be held at the Michigan Athletic Center on January 20, March 17, and May 19, 1998.

Sandy Swanson attended the Michigan Rural Health Association conference in Gaylord last month. This new association is still finding its direction; a main goal is to keep rural health practitioners abreast of legislation and other developments affecting them. Institutional memberships are available for \$100 and allow four personal members to participate in meetings and conferences. After discussion, it was moved that MHSLA become an institutional member of the MRHA. The motion carried. Ken Nelson and Leslie Behm will be two of our representatives to MRHA, the other two to be determined. Leslie will place an item in the newsletter inviting interested parties to participate.

Sandy distributed some statistics on use of Access Michigan databases. Medical libraries received 1300 free searches through this statewide project (a small fraction of the total). Sandy is on the Access Michigan Steering Committee, feel free to contact her with questions or concerns.

Norma Powers asked what our plans are for support staff education this year. FirstSearch and QuickDoc were mentioned as possible topics.

There being no further business, the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Jennifer Barlow  
MHSLA Secretary