

Michigan Health Sciences Libraries Association
Executive Board Meeting Minutes
September 21, 2010
Midwest Collaborative for Library Services, Lansing
DRAFT MINUTES – Not Yet Approved

Present

| | |
|-------------------|---|
| Jennifer Barlow | Secretary; WMHSLA |
| Melanie Bednarski | Outreach & Advocacy; ERHSLA |
| Leslie Behm | M-MHSL |
| Sheila Bryant | President |
| John Coffey | Membership |
| Diane Gardner | Audit |
| Mary Hanson | Bylaws |
| Alison Konieczny | Archivist |
| Diane LeBar | 2010 Education Co-Chair |
| Barbara Platts | GMR Representative |
| Heidi Schroeder | Resource Sharing; 2010 Local Arrangements |
| Michael Simmons | President-Elect; 2010 Conference Planning Chair |
| Jill Turner | Treasurer |
| Gage Vandermeer | Guest (new employee at Munson) |

Not Present

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|---------------------|--------------------------------|
| Judy Barnes | Immediate Past President |
| Marilyn Kostrzewski | 2010 Education Co-Chair; MDMLG |
| Abe Wheeler | Nominating; Communications |

Quorum: Yes

Note: Barbara Platts and Gage Vandermeer attended via teleconference link. Due to technical difficulties, they could hear the meeting in Lansing but we could not hear them.

1. Call to order

Sheila Bryant called the meeting to order at 10:14. She introduced the new MHSLA Archivist, Alison Konieczny from Ferris State University.

2. Approval of Minutes

Leslie Behm moved that the minutes of our July 20 meeting be approved as submitted. Jill Turner seconded; motion passed.

3. Archivist's Report

Alison reported that the Ferris State archivist is on maternity leave, so our archives scanning project is on hiatus. Alison said she will welcome suggestions and help as she

undertakes her new responsibilities as Archivist. Mike Simmons will invite her to the wiki.

4. Treasurer's Report

Jill Turner presented the general ledger report for July 20 – September 20, 2010. The report shows a balance of \$24,571.63 in the checking account and \$12,500.48 in the certificate of deposit.

Jill moved that we set up a PayPal account to accept payments for next year's conference registration and membership renewals. More than half the conference payments she's received are personal checks, so this would be a convenience for members. PayPal charges a very low service fee. Jennifer Barlow seconded; motion passed.

5. Review of Committee Reports

- Audit – no report.
- Bylaws – Mary Hanson is revising them to include the recently approved changes. She will send to Mike for posting on the web site.
- 2010 Conference Planning - Heidi Schroeder submitted the following report for Local Arrangements:

Since the July MHSLA Board meeting, the group has met three times and has also communicated via email. One of these meetings took place at the Kellogg Center, where our room set-up and other important details were discussed with our Kellogg Center contacts.

There is an updated Conference at a Glance schedule posted on the conference blog: <http://mhsla2010.files.wordpress.com/2010/02/confglance.pdf> and MHSLA.org: <http://www.mhsla.org/2010ConfGlance.pdf> and the MHSLA Board wiki. A couple of meeting locations have changed and we also added vendor sponsorships.

Registration:

The early bird/reduced rate registration ended yesterday (9/20). As of Tuesday, 9/21 at 8am, we had 57 people registered (34 full day). The total income so far from registration is \$10,275 (we've received \$7,350). Leslie Behm has been confirming MHSLA membership with John Coffey. More details can be found in the registration spreadsheet uploaded to the wiki.

The registration form for the last couple of years has presented a bit of a problem when it comes to 2-day registrations. The 2-day rate is \$25 more than if someone was to register for Thursday and Friday separately. Also, the 2-day rate implies Thursday/Friday registration only. The 2011 Local Arrangements Committee may want to change this next year.

Welcome Reception / Special Event:

Welcome Reception: Music, food, and activity are all set for the Welcome Reception.

Special Event: The rental fee for the MSU Museum ended up being lower than expected: \$200. We have met with our caterer and will be having a wonderful dinner. Abe and Heidi will visit the Museum in early October. After the special event, MMHSL has reserved a suite in the Kellogg Center for an after-party. MMHSL will provide beer, wine, soda, and snacks.

Vendors:

As of Thursday, 9/16/2010, we have 16 confirmed vendors and one more that has expressed interest (thanks to Mike and Susan!). We have 3 lunch and learns, 1 breakfast and learn, and 1 break covered. Several vendors have donated items for our raffle. Our total vendor income so far is \$8,150, which is higher than last year (still waiting on checks from 4 vendors totaling \$1,800). More details can be found in the vendor spreadsheet uploaded to the wiki.

Accommodations/Hospitality/AV:

Guest Rooms: Our block of guest hotel rooms were released to the public on 9/12 (emails were sent to the MHSLA and MDMLG listserv). Members will still be able to get the reduced rate of \$94 if there are standard rooms available. As of Monday, 9/20, we had 75 guest rooms reserved. Since our meeting room rate depends on how many guest rooms reserved (sliding scale), 75 guest rooms results in a meeting room rate of \$1,000. We need 96 guest rooms in order for our meeting rooms to be free. There are no rooms available at all in the Kellogg Center available on Tuesday, 9/12.

Hospitality: Sheila has been working with the Kellogg Center to put together a fabulous menu. Exact food choices are due 10/4 and numbers are due 10/8. Nancy Lucas is coordinating the hospitality/registration desk. Thanks to the Education Committee for having all three scholarship winners contact us about working the desk. The hospitality desk hours were published in the Preliminary Program and are: Tuesday 6-8pm ; Wednesday 7-9am, noon-1pm, 4-5pm ; Thursday 7-9am, noon-1pm, 4-5pm ; Friday 8-9am.

AV: We are saving MHSLA money by using as much of Sparrow and MSU's AV equipment as we can. Abe and Mike are coordinating AV efforts for the conference and have created a chart of AV needs for each event/room/speaker.

Publicity:

MHSLA 2010 has been advertised on various listservs and we'll continue to do so. The preliminary program was posted on 8/20. More content needs to be added to the final program - the deadline for the final program content is September 27th. Because blogs are blocked at many hospitals, the preliminary program, conference at a glance, and registration form can be found on the MHSLA website (in addition to the conference blog). Heidi will print the final programs and other signage at Kinkos in early October. Does the publicity sub-committee need to prepare voting paddles (are there any items we need to vote on?).

[Secretary's note: The Board determined we would need voting paddles – at the least, we need to vote to approve minutes from last year – but they don't have to be as large as they've been in the past.]

Items for the Education Committee:

With the registrations that came in yesterday, the Super Searcher class is 5 over capacity. Leslie has not confirmed registration/classes for these people yet. MSU librarians are willing to bring laptops if Max is willing to teach a larger class. Once the conference gets closer, we'll provide the committee with a short explanation of walking and driving/parking directions for attendees of Super Searcher at the MSU Libraries. Heidi will also walk a group over from breakfast at the Kellogg Center. Posters will be displayed on a room divider provided by the Kellogg Center – tables will not be available for tri-folds. Presenters are encouraged to bring their own push pins, although Local Arrangements will also provide some. Heidi emailed Diana about this.

MMHSL/Local Arrangements will meet at least two more times before the conference next month.

- 2010 Education Committee – Diane LeBar submitted the following report:

The conference scholarship winners are:

Andrea Kepsel

Wayne State University student

Bethany Harris

University of Michigan student

Roberta Craig, MLIS

Munson Community Health Library, Munson Medical Center

The committee received applications from two University of Michigan students, six Wayne State University students, and four MHSLA members.

Reservations at the Kellogg Center have been made for the winners.

All of the speaker AV forms have been turned over to the Local Arrangements Committee.

Diana Balint reports that eight posters will be presented at the conference. All titles and abstracts have been submitted for inclusion in the conference program.

Jennifer Barlow has recruited twelve Pecha Kucha participants.

Participants in the PubMed class should bring laptops. Mike noted that people borrowing laptops from their institutions should make sure they have external wireless capability.

The Super Searcher class is off site, a short walk from the Kellogg Center. Heidi will lead a group over straight from breakfast. She will also have maps available.

Scheduling of the proposed support staff class, "Getting the Best Out of DOCLINE" (3-hour CE to be taught by Charniel McDaniels), has been put on hold. The committee had intended to schedule it for early summer, but the class was postponed due to the delay in the release of DOCLINE 4.5. The new version was released in August. Diane said they would still like to hold the class at MSU, where they can use the computer lab for free. Spring break (March 7-11, 2011) or during the summer would be best for this.

Diane also asked if MHSLA would sponsor two sites for the MLA webcast on November 10. We usually request two sponsorships from the GMR and provide up to two more from MHSLA, to provide geographic coverage across the state. The Board agreed to do this. Jennifer said that WMHSLA would apply to the GMR for funding the webcast in Grand Rapids.

- Conference Planning 2011 – Melanie Bednarski reported that the committee met at the Bavarian Inn. They are planning a 2 ½ day conference, ending at noon on Friday. The keynote speaker has been secured.
- Membership – John Coffey submitted the following report:
As of Monday, September 20, 2010, the MHSLA membership numbers are:

54 Institutional only, 13 Institutional/Personal, and 52 Personal. Resultant total is 119 members.

This is down 31 members compared to 2009.

- Nominating – no report.
- Communications – no report.
- Resource Sharing – Heidi submitted the following report:

NLM Duplicates

In August, Heidi received another shipment of NLM Duplicate Books containing 91 books. The list of titles was distributed to the MHSLA listserv on 9/8/10. As of Friday, 9/18/10, 61 of the 91 titles have been claimed. MHSLA members have until 10/6/10 to request titles. To save money, some books will be delivered at the MHSLA conference. Heidi will ship the rest in late October.

Heidi also mentioned that she is presenting a poster on the NLM Duplicates program at this year's conference.

MHSLA DOCLINE Group

Sandy Howe worked with Membership chair John Coffey to compare last year's institutional MHSLA members with this year's. There were 7 institutions that did not renew their institutional membership this year – four of these were members

of the MHSLA DOCLINE Group. Sandy contacted these four libraries in July saying that unless they renewed at the institutional level, they would be removed from the DOCLINE Group. All four replied saying they wanted to remain in MHSLA as institutional members and that they would get John their renewals. In September, Sandy touched base with John and learned that three of the four libraries' institutional membership renewals had been received. After contacting the fourth library by phone, Sandy learned that the library's renewal had been submitted to their accounting department but hadn't been received by John. We did not remove this library from the DOCLINE Group since their renewal appears to be in process.

- Group Purchasing – Mike Simmons reported that the deadline to sign up with Access Medicine at our discount price is October 1. After that date, the subscription rate doubles.

Susan Kendall will be taking over as Group Purchasing Chair next year. The nature of the work is changing, as the GMR is now exploring opportunities for regional purchase agreements. They are in discussions directly with MCLS, and MHSLA's involvement is limited.

- Outreach & Advocacy – Melanie Bednarski presented the following report:
Melanie contacted Marisa Conte from U of M-Ann Arbor who is now teaching the Health Sciences courses for Wayne State University. All MHSLA information was sent to her including the web address, membership form and 2010 conference information. Melanie asked that she consider it herself and pass it along to her students.

Ms. Conte teaches in the online only program at Wayne. As a result, she has students from different states other than Michigan but given the electronic format in which everything was sent, she should have no problem getting it to her students.

In doing so, it was revealed that the newest MHSLA brochure is not available as a download. The comm. will send the latest bookmark to Mike Simmons to post to the website.

The long-awaited survey was discussed with Nadia Lalla is heading that project. She is fully back to work now and she will be working on it.

6. Regional Group Reports

- GMR Regional Council – Barb Platts provided the following report:

Outreach Summary

The Greater Midwest Region (GMR) of the National Network of Libraries of Medicine® (NN/LM) is in the fifth year of a five-year contract with the National Library of Medicine® (NLM). The Outreach Program Summary for Year 5 is found at: <http://nnlm.gov/gmr/about/05outreachsum.html>.

Current Initiatives

- ❖ **E-Licensing / Group purchasing** The GMR is working with the Midwest Collaborative for Library Services to identify possible group purchasing opportunities for packages of e-books, e-journals or databases. Based on input from Network members, the E-Licensing Working Group has selected three products and negotiations are underway for pricing on these products. An email list (GMR-ELG) has been created to facilitate communication among Network members who are interested in keeping current on group purchasing opportunities. More information will be forthcoming by early August.
- ❖ **End-of-Contract Funding Available** During this last year of our five-year contract, the GMR is offering a number of awards to assist Network members with outreach, document delivery, technology improvement and professional development. Since all funded projects **MUST BE COMPLETED by April 30, 2011**, we urge members to apply as soon as possible. Calls for applications (CFAs) for these awards are found at: <http://nmlm.gov/gmr/funding/current.html>. Please note that because of time constraints, no subcontracts are available during year five.
- ❖ **Print Retention and Preservation** A new **Print Retention Task Force** has been appointed to analyze the current state of legacy print journal and book collections in the region. This group will begin by gathering data from Resource Library directors and NLM and recommend a process for the design and implementation of a print retention and preservation program for the GMR during the 2011-2016 contract.
- ❖ **Assisting Physicians with Implementation of Electronic Health Records** The GMR staff is looking for input from Network members regarding their plans to work with **Regional Extension Centers (RECs)** to assist health care providers in the implementation of electronic health records (EHRs). There are nine RECs in the Greater Midwest Region, funded through the American Recovery and Reinvestment Act (ARRA). Please contact [Ruth Holst](#) or [Jacqueline Leskovec](#) if you are planning to provide training, resources or technical expertise in these efforts.

Barb also provided a list of upcoming events from the GMR.

- ERHSLA – See Conference Planning 2011. This has been the focus of their activities.
- MDMLG – Diane LeBar presented the following report on behalf of Marilyn Kostrzewski:
 - ❖ Toni Janik, incoming president, held a transitional board meeting on August 4
 - ❖ Oakwood Hospital, Dearborn hosted the Fall General Meeting on September 16
 - ❖ Three E-book vendors (Elsevier, LWW, & McGraw-Hill) supplied lunch and presented an interesting program on the current status of online book offers prompting some interesting questions and discussions

- ❖ The program on Evidence-based healthcare: Rating and Ranking the Evidence was presented by a panel of Dr. Larissa Lucas – Senior Deputy Editor at Dynamed, Michael Simmons, Sparrow Hospital, Lansing and Janet Zimmerman, Beaumont Hospital, Royal Oak.
- ❖ 48 people attended the meeting
- ❖ The next meeting will be November 17, 2010 @ Henry Ford Hospital, Detroit. The program will be on Kindle, Nook and the IPAD in relation to e-books. Speaker will be Paul Gallagher from WSU.

Treasurer's Report

As of July 31, 2010 the balance is \$10, 637.24

Membership Services

Regular Members: 35

Emeritus:3

Student: 3

Institutional: 14

The updated directories have been posted to the Website.

Public Relations

Jennifer Bowen is working on a MDMLG 40th Anniversary poster

Please submit any old MDMLG photos to her

Archivist

Please send all materials from the previous year to Sandra Martin at WSU.

Compensation & Benefits:

The survey has been extended due to low response numbers until October 1, 2010 via survey monkey. Diane LeBar and Nancy Bulgarelli have been working on it.

Newsletter:

The new edition of the newsletter is currently available online.

Nominating

Patty Supnik is the chair

Professional Development

Gina Hug is the chair for this committee.

Dec. 9 – 2 sessions (am and pm) of PubMed Clinics of North America will be offered

May 5 – 6 hr CE on Immerging Technology

Check the MDMLG web page for more details

Program

Jo Ann Krzeminski is chair (see above for next meeting)

Web

Val has updated all the pages and will be changing the password the week of Sept. 21. Only current members will be sent this email.

The Board expressed interest in doing a state-wide compensation & benefits survey similar to MDMLG's. Mike Simmons and Diane Gardner will explore this idea.

- M-MHSL – Leslie Behm referred to the Conference Planning 2010 report submitted earlier. This has been the group's focus.
- WMHSLA – Jennifer Barlow submitted the following report:
WMHSLA is losing a few members. Yvonne Boudreau from Munson moved to Evanston to pursue a master's degree in quality and patient safety. Maureen Watson from Ferris has retired. Marge Kars from Bronson has announced her pending retirement, set for January 2011. Sandy Howe from Bronson is also leaving the library, taking another position within Bronson to work on special projects involving patient safety. However, Sandy hopes to continue her membership in MHSLA and WMHSLA.

We lost Jodi Tyron, but gained Abby Bedford, the new nursing liaison librarian at Grand Valley State University.

We're trying to coax Mike Dill of Lakeland to join. We've been inviting him to our meetings, but so far he's been too busy to take part.

We will be holding a meeting at St. Mary's in Grand Rapids on November 10, in conjunction with the MLA webcast on e-books. Alison Konieczny will take over as President at that time, and we'll hold elections for President-Elect, Secretary and Treasurer.

7. Old Business

Jennifer Barlow presented the election results:

Jennifer Barlow elected Secretary with 72 votes

Jill Turner elected Treasurer with 72 votes

Nominating committee:

Heidi Schroeder – 56 votes

Gina Hug – 53 votes

Jonathan Crane – 51 votes

Doris Blauet – 50 votes

Seventeen write-in candidates for President-Elect:

Barbara Platts

Bethany Harris

Cathy Eames

Diane Gardner

Heidi Schroeder

Jennifer Barlow
John Coffey
Linda Draper
Marilyn Kostrzewski
Mary Hanson
Melanie Bednarski
Mike Simmons
Mike Simmons
Mike Simmons
Mike Simmons
Sandra Swanson
Sandra Swanson

8. New Business

- Librarian of the Year – Sheila distributed the Librarian of the Year nominations. Marilyn Kostrzewski receiving two nominations and Maureen Watson received one. The Board voted to honor Marilyn with the Librarian of the Year award, and to issue a Lifetime Achievement Award to Maureen. Both members have made major contributions to MHSLA throughout their careers.
- Diane Gardner stated that McLaren’s library is in possession of some old display panels that belong to MHSLA. She will bring them to Lansing where they’ll be assessed for usefulness for this and future conferences.
- Jennifer Barlow will produce certificates for service to MHSLA, to be issued at the conference to officers and committee members.

9. Adjourn

The meeting was adjourned at 11:50.

Respectfully submitted,
Jennifer Barlow
MHSLA Secretary