

**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION  
EXECUTIVE BOARD MEETING  
October 15, 2003  
Frankenmuth, MI**

**1. The meeting was called to order, at 6:15 pm by Alexia Estabrook.**

Alexia asked for introductions of outgoing and incoming Board members present at the meeting.

**2. President's remarks:**

Alexia thanked outgoing members of the Board and welcomed new members. She asked that members keep the committee reports separate from new business.

**3. Approval of the minutes:**

There being no additions or corrections to the September 23, 2003 Minutes, Mary Hanson moved that the minutes be approved. Joan Emahiser seconded the motion and the motion was approved.

**4. Archivist Report:**

Maureen Watson stated she had nothing new since the last meeting to report.

**5. Treasurer's report:**

Janet Zimmerman presented the Treasurer's Report (attached). She indicated that the Registrations for the 2003 Conference were not included in the amount. Judy Barnes moved that the Treasurer's report be accepted as given. Diana Balint seconded the motion and the motion was passed.

**6. Standing Committee Reports:**

- a. **Audit:** No report.
- b. **Bylaws:** Mary Hanson reported she is ready for the Business Meeting. She was thanked by all for the work she had done on the Bylaws this past year.
- c. **Conference Planning:** Joan Emahiser deferred to Cheryl and Preet.
  - a. **Education:** Preet Rana reported that the program is underway, otherwise, she had nothing to report. She asked that the Board recognize members of the Committee for their hard work.
  - b. **Local Arrangements:** Cheryl Putnam reported that there were a total of 73 registrants. She stated that the Conference was the result of a big team effort, She

noted that aside from a few glitches the Conference got underway with no real problems.

- d. **Membership:** Susan Kendall stated that she had posted the annual report on the Web site. She reported that as of Oct 1, there were 69 Institutional, and 104 personal members. There is also one non paying membership for the Library of Michigan. She reported collecting a total \$4,665 in membership dues. Janet Zimmerman reported that her numbers were higher for the amount collected, but that it could be due to the fiscal year being different from the membership year.

Janet and Susan will get together to review their figures. Susan asked about registrations that came in with dues for membership. Preet indicated that there was at least one that had come in with registration. Preet will review the registrations and give Susan the information.

Susan asked about institutional memberships and StatRef. She stated she spent a lot of time trying to get institutional memberships paid for those participating in StaRef. Mary Hanson noted that Sandy Swanson will be at the Business Meeting. Alexia asked that the Board discuss this situation at the next meeting in November. Joan noted that the Board will need to have a list of institutional members to compare to the StatRef list. Susan stated that even though she knew people at the institutions that had not paid, it was difficult to get an answer.

Susan noted that in terms of the database, the Committee had ceased sending duplicates of items, such as the newsletter. She stated that, if you are an Institutional and a personal member, you should get two votes for the elections and at the annual meeting.

- e. **Nominating Committee:** Barb Platts noted that the Committee's report is on the web. She thanked the members that helped to develop the slate.
- f. **Publications:** Arlene reported that the Committee had published three issues of *MHSLA News*. The Committee also updated the Web site, which is hosted at GMR. She said the Committee also maintains the membership directory on the site and noted a new feature includes institutional members

by personal name. She thanked the members of the Committee and those who submitted articles for the newsletter.

- g. **Research:** Alexia noted that Carole Gilbert is still working on the article.
- h. **Resource sharing:** Mary noted that Sandy Swanson is working on StatRef billing and statistics. Mary reported that Sandy matched up IP addresses and institutions for billing purposes. She also matched institution and number of hits per book but was unable to do simultaneous users. She is still working on that. Mary also noted that Sandy was able to lower the price from what Harvey Brennieste had predicted.
- i. **Technology:** Mike Simmons noted that at this time there is nothing to report.
- j. **Ad Hoc Committee on Grants & Contracts:** Joan Emahiser noted that the Committee was continuing its work. She noted that the guidelines and charge had been put up on Web site. She noted that it is still a work in progress. Joan also said that there is going to be more work done and asked if anyone had suggestions or questions, they should talk with her. She said that Ovid will be sending a proposal to the Web site to review.

## 7. Local Reports:

- a. **ERHSLA:** Cheryl Putnam reported that her report was on the Web. She noted that other than working on the Conference, she had very little to report. Cheryl noted that Doris Blauet will be the new EHRSLA representative.
- b. **GMR:** Arlene Weismantal reported that the GMR continues to host the MHSLA Web site, without charge. She noted that there have been very few problems since moving the site to the GMR. Arlene stated that there are funding opportunities available, that GMR staff will consult with anyone regarding writing grants. Arlene noted her report is on the Web. She stated that there is money available for technology upgrades and personal development. She encouraged members to apply and for more information, access the GMR Web site



- c. **MACHIS:** Alexia noted that since Marge Kars was present, it would be an appropriate time to discuss MACHIS. Marge indicated that she had resigned her position as chair last year. Mary Hanson noted that MACHIS is not in the Bylaws, but that it is considered a local group. Alexia asked that someone write a closure letter to the Board. Marge agreed to send the letter
- d. **MDMLG:** Diana Balint, noted she had filed her report on the Wweb. Marilyn Kostrzewski will be the incoming representative.
- e. **M-MHSL:** Sheila Bryant reported that John Coffey will be the new representative. She noted that their new President is Arlene Weismantel, Sheila is the new Secretary. Sheila also reported that their group hosted two teleconferences at MSU and a grant writing workshop at Sparrow. Sheila stated that the group is working on their Bylaws; and a PowerPoint, train-the-trainer presentation for the Spring.
- f. **NMHSLG:** Barbara Platts reported for Susan Wischman. Barb reported that two teleconferences held by the group and that a Poster presentation on consumer health will be part of the Conference. She reported that Chris Allen and delivered a presentation at Mackinac Island in May.
- g. **UPHSLA:** No report.
- h. **WMHSLA:** Maureen Watson reported that the group was proceeding with local arrangements for the next conference. She noted that the group had hosted two teleconferences including one at the Raddisson Hotel, where the conference will be next year. Maureen noted that the hotel had donated one free night's stay that the group will raffle off at the Business Meeting. She asked that members visit the Poster session highlighting Kalamazoo. She noted that the theme will be "Knowledge kaleidoscope". Carol Aebli's poster will take names for drawing.

## 8. Old Business:

Alexia noted that at past meetings the Board had talked about updating policy and procedure manuals for the Committees and putting them up on the Web. Alexia stated she would like to have the Chairs do that, and stressed the importance of the manuals being kept up to date for the next person. Alexia noted that if the outgoing people could stay available to the incoming people to answer questions, it would help.

Arlene stated that most people's manuals are in paper at present, but not in digital format. Barbara noted her manual consists of copies of old slates but no "how to" instructions. Alexia noted that all procedural documents, charges and instructions should go on Web page. Alexia also noted that when policies are made and voted on by the Board they need to be included in the manuals, so that they continue to be addressed. Cheryl noted that Local Arrangements' binder was up to date.

Maureen asked for clean copies of the minutes from past secretary.

### **9. New Business:**

Alexia noted that there were problems with the Election. She noted that some procedural issues fell through the cracks. She noted that dual members only got one ballot. Members of the Board have been reviewing the situation in conversations on the Listserve. Alexia said that there are 15 dual members; the spread of the vote for President was 16. The dual memberships would not affect the election. Alexia re-stated the decisions made via the Listserve. She will tell the membership at the Business Meeting and recommend that the election stand as is for President and Secretary. The Nominating Committee vote could have been changed by the dual votes. Alexia spoke with two of the candidates and they agreed that they would not care. She will make a decision after she has reached the other two. If all candidates agree, we will let election results stand. If they do not agree, then a new election will be held for the Nominating Committee only.

Alexia moved that she make a statement to the members at the Business Meeting regarding the dual ballots, propose that the election stand for President and Secretary, and that she approach the candidates for Nominating Committee for their input. Once the candidates have been contacted, if they disagree, she will proceed with a new election for the Nominating Committee only. Diana seconded the motion.

Discussion: Mary noted that there is a section for special elections but not for invalid elections. LeaAnn noted that any number of things could effect the elections. Alexia suggested that Joan and Mary discuss the issue as a possible Bylaws change.

A vote was called and the motion passed.

Joan reported that one of the goals of the Ad-hoc Committee was to determine where it would live in respect to Resource Sharing or Technology.

Joan reported that Harvey Brenniese sent all of the StatRef information to Sandy Swanson, who will work on that project. Alexia noted that when Sandy reviewed the IP addresses, she noted that some unidentifiable institutions were using StatRef under MHSLA's license.

Alexia noted that there were further discrepancies in handling of the StatRef accounts, which will require an audit of the accounts and checks against StatRef's records.

Mike noted that MHSLA might need an attorney, if MHSLA is going to do group purchasing in the future.

Mike moved that MHSLA retain a lawyer, with contract law, to assist MHSLA on questions on a legal matters of group purchasing.

Arlene seconded the motion.

Discussion: Joan agreed to take responsibility for retaining the lawyer.

Alexia noted that once the Lawyer is consulted, a meeting of the StatRef users can be called to discuss the issues.

Mike stated that all future group purchases require checks and audits. Arlene also noted that this concerns grants.

There being no further discussion, a vote was called and the motion was passed.

Arlene noted that the first NLM Grant for the Ariel implementation was filed through MPHI, not MHSLA. Mike noted that MPHI is in custody of the server but it is not being used as proxy server. Oswego memorial



hospital was using the server for StatRef and it was not working and they now want money back.

Arlene noted that Ann Madson at MDCH is now responsible for Harvey's work.

Maureen & Preet questioned the issue of paying the instructors for leading the workshop on Ariel. Mike noted that there was an honorarium built into the grant for the workshop.

Mike noted that MHSLA's Research Committee is responsible for the evaluation portion of the grant. The proxy server issue needs to be addressed with MPHI.

Alexia noted that someone from MHSLA needs to contact MPHI regarding status of the Ariel grant and part II of the grant as well as status of the proxy server.

Mike as Technology chair should contact MPHI. LeaAnn McGagh will talk with NLM's grant people regarding responsibilities for the grant evaluation and an extension given Harvey's departure

John said that MPHI does not own the server and that it is only for use as proxy server, than MPHI should relinquish the server if the server not used for intended purpose.

Janet asked if MHSLA should notify NLM about MPHI's grant and ask about the current status. Mike noted that it was MPHI's grant and not MHSLA's, even though MHSLA is the primary recipient of the grant. LeaAnn also noted that NLM will probably only discuss the grant with the principle investigator.

LeaAnn stated that it would not be difficult to create surveys to get Research Committee's responsibility done.

Joan suggested that MHSLA settle the current problems before thinking about the new grant.

Mary suggested that the agendas for the meetings be more specific rather than generic and include specific issues to be discussed under old or new business.

## **10. President Elect remarks:**

Joan Emahiser asked that all Incoming Chairs prepare for the November meeting: copies of the committee charges, goals and responsibilities, budget, list of members, and timeline for projects. She asked that they bring hard copies for these reports to Board Meeting.

Joan asked that for the November meeting, committee chairs make one of their goals be written procedures. Joan suggested that chairs have all their procedures in to Arlene before the January meeting.

Maureen will do procedures for what goes to Archives.

Minutes will include general reports and reserve information that is new business to go to new business. At the end of the meeting, the Secretary should give an action summary including tasks assigned and motions made.

Judy Barnes noted that there also needs to be more definitive action on decisions of the Board. She asked that the Board be more specific and make motions and vote on decisions rather than just taking a consensus.

Alexia suggested members familiarize themselves with Robert's rules of order.

Preet suggested that committee chairs review past minutes to see if any work was left undone and to pass the notes along to next chair.

Mary asked how the committee reports will be handled at the Business meeting. Alexia noted that the agenda shows the committee reports will be given and voted on all at once, except for the Bylaws, which will be presented separately and voted on one at a time.

There being no further business to discuss, the meeting was adjourned at 8:10pm.

Respectfully submitted,

Judith A. Barnes  
Secretary



**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION**  
**30<sup>th</sup> ANNUAL BUSINESS MEETING**  
**October 16, 2003**  
**Frankenmuth, MI**

**1. The meeting was called to order by President, Alexia Estabrook at 10:00am.**

**2. President's remarks:** Alexia welcomed those in attendance, and thanked the Committee Chairs and Board members for their work over the past year.

**3. Mary Hanson read the standing business rules.**

**4. Minutes of the 29<sup>th</sup> Annual Business Meeting** were reviewed. Arlene Weismantel noted that there were minor misspellings. Alexia asked that minor misspellings be given to the Secretary. There being no other corrections, Diana Balint moved that the minutes be accepted, Mary Jo Wyles seconded the motion and the motion was carried.

**5. Alexia asked that members review the Executive Board Decisions** and give any questions to any member of the Board.

**6. Treasurer's Report:**

Janet Zimmerman presented the annual Treasurer's report. As of August 31, 2003, the total balance of MHSLA's account is \$47,756.36.

Janet called for questions, there were none. Doris Blauet moved the treasurer's report be accepted as given, Betty Marshall seconded the motion. And the motion was carried.

**7. Archivist Report:**

Maureen Watson reported that Archives continue to grow. She noted that there is a Poster noting the past Presidents of MHSLA. She asked that members remember to give items to the Archivist and remember to label the pictures.

Mike Simmons asked if digital pictures could be submitted. Maureen noted that she already had some digital pictures and stated that they would be transferred to CD.

**8. Standing Committee Reports:**

- a. **Audit Committee:** Alexia noted that the Audit Committee's Report is on the MHSLA Web site. She stated that Patty Scholl could not be present. She suggested that questions could be addressed to any Board Member.
- b. **Bylaws Committee:** Mary Hanson noted that the Committee met by phone and e-mail, and was charged with reviewing and revising major sections of the Bylaws. She noted that six motions will be presented. Alexia thanked Mary and her Committee members.
- c. **Conference Planning:** Joan Emahiser thanked Preet Rana & Cheryl Putnam for their work and asked them to present their reports.
  - a. **Education:** Preet - Thanked Joan for her organization. She stated that the Conference contained a strong program this year, that

there was learning and fun to be had. She thanked members of Education Committee by name. Preet also reported that the Support staff workshop on Ariel was held on May 21, at MSU. She noted there were two parts: "How to use", and "How to set up and troubleshoot". She reported Positive feedback and that the workshop was paid for by NLM grant funds. Preet thanked Maureen Watson for organizing the workshop.

The Committee also issued three scholarships. The two student scholarships went to students from Wayne State University. There were no applicants from the University of Michigan. The Membership scholarship went to Alison Gorzinski. Preet thanked Committee members, Local Arrangements and Past Chair Diane LaBarr for their help

- b. **Local Arrangements:** Cheryl Putnam thanked members of the Committee and Local Group. She stated that there were 73 attendees, 17 vendors.
- d. **Membership:** Susan Kendall reported that there were 104 personal memberships and 69 institutional members. There was one non-paying membership for the Library of Michigan for archiving our newsletter.
- e. **Nominating Committee:** Barb Platts thanked members of her committee. She reported that the Committee met by conference call & e-mail. She reported presenting the slate to the Board at the May meeting. The Committee counted the ballots, 63 were received.
- f. **Publications Committee:** Arlene Weismantel thanked her committee members. She reported the Committee produced 3 issues of news, updated Web site, maintained the listserves, and produced membership lists.
- g. **Resource Sharing:** Sandy Swanson reported that the Committee produced the MISHULS list. She noted 35 copies were sold. She thanked members of the Committee. Sandy noted that the Committee met by e-mail. She reported that the survey not done but will be in next year. Sandy reported that the ILL statistics were collected by Marge Kars. The Committee also organized the NetLibrary 750 e-books to be added at a cost of \$50,000 provided by an NLM grant. She asked members to see the display in poster sessions. Sandy said that the Committee presented the project at the Midwest Chapter meeting in Indianapolis. She noted that the Committee is Reorganizing StatRef for renewal.
- h. **Technolog Committee:** Mike Simmons reported on behalf of Harvey Brenneise. He indicated that there was no report on the Web. Mike said that the Technology Committee worked on StatRef and two grants, one still out for approval. He will contact MPHI regarding status of part II of the grant.
- i. **Ad-Hoc Group Purchasing Committee:** Joan Emahiser noted that the annual report is on the Web. She stated that they are starting with charge and guidelines, and that more work will be done. Joan reported that the committee met a couple of times to pull committee structure together, but that it will take time.

Marilyn Kostrzewski moved that the committee reports be approved as given. Mike Simmons seconded the motion and the motion was carried.



## 9. Local Group Reports:

- a. **ERHSLA** – Cheryl Putnam thanked members of the local group that hosted the Conference this year. Doris Blauet will be the new representative.
- b. **GMR:** Arlene Weismantal reported that NN/NLM continues to host MHSLA Web site free. Arlene noted that her report is on the Web. She noted that there are several funding opportunities on the GMR site, and suggested members go to the Web site and review them. Arlene stated that there is grant funds for upgrade technology, outreach to consumers, and to pursue educational opportunities.
- c. **MACHIS:** Alexia stated there was no report; that the group is in the process of folding.
- d. **MDMLG:** Diana Balint reported that she had submitted reports to the Board. She noted that – Marilyn Kostrzewski from Oakwood would replace her as Local Area Representative for 2004.
- e. **M-MHSL** - Sheila Bryant reported that the group met three times, concentrating on bylaws and program planning. Sheila announced that Arlene Weismantel is the new President, and that Sheila is the new Secretary. John Coffey will take over as Representative. The group sponsored two teleconferences at MSU and hosted a grant writing workshop at Sparrow. They are planning a PowerPoint train-the-trainer workshop for spring 2004.
- f. **NMHLG-** Barbara Platts reported for Susan Wischman. She noted Ann Foster Northern Michigan moved into her new library and has survived nursing strike. She reported that Munson continues to implement digital library grant. Chris Allen has created a poster regarding outcome evaluations in consumer health education. The group presented PubMed and Ovid training, and hosted HIPAA and health literacy teleconferences, and one on "the Patriot Act". She stated that Munson continues collaborating with Traverse City District Library on the "Making of Michigan" Project.
- g. **UPHSLA:** no report
- h. **WMHSLA-** Maureen Watson reported that their group met three times. Their first meeting was a teleconference on HIPAA at Butterworth. The second involved the teleconference on Health literacy at Borgess. Just recently they met at the hotel where they will host 2004 Conference in Kalamazoo. Maureen thanked Carol Aebli for putting a poster together about Kalamazoo for the 2003 conference. Maureen noted that the hotel gave the group one free night hotel stay at Raddisson that they will raffle off at this Conference.

Doris Blauet moved that the Local Area Group reports be accepted. Pat Wolfgram seconded the motion, and the motion was approved.

## 10. Bylaws Revisions:

Mary Hanson presented Bylaws revisions recommended by the Executive Board. (see attached pink sheets) She noted that except for minor language changes, the motions were organized into six sections.

1. Duties of officers - President - include a third part - upon completion of term office – immediate past president will be voting member.

Mary called for questions:

Diane O'Keefe suggested a separate section be added, since it also affects the quorum.



Mary indicated that such a minor change could be made..

Alexia called for discussion:

LeaAnn McGaugh moved the change be accepted as stated. Betty Marshall seconded the motion, and the motion was carried.

2. Under "Appointed officers" - GMR state representative shall be appointed for one-year term. The GMR representative will represent MHSLA at meetings of the GMR, shall serve on committees as assigned by the GMR and shall report to the Board and general membership.

Mary Jo Wyels moved that the change be accepted as made. LeaAnn McGaugh seconded.

Discussion: Ellen O'Donnell questioned the change regarding appointment for consecutive terms. Alexia stated in terms of officers there shall be no consecutive terms, but in the case of the Archivist they may be re instated year after year.

Alexia called for a vote and the motion was carried.

3. Regarding elections. The Nominating Committee had a lot of questions - these changes clarify what is expected.

Alexia called for motion. Joan Emaheiser moved that the changes be accepted. Doris Blauet seconded the motion.

Alexia called for discussion - none was offered.

The motion passed.

4. This motion effects quorum for business meetings. Propose from 25 members to 25% of membership as determined by the paid members 7 days prior to meeting. Better reflect membership.

Alexia called for motion

Leann moved that the change be accepted as given. Preet Rana seconded the motion.

Alexia called for discussion:

Betty Marshall asked if votes will be counted for Institutional and personal; would dual memberships have two votes. Alexia stated that this was correct. Dual memberships would have two votes.

Leann Mcgaugh asked if we would have met the quorum if the motion had been in place today. Alexia noted that we would have today.

Ellen O'Donnell noted she was concerned that members would feel that they have to come to Conference. She noted that the number has to be achievable.

Alexia stated that the Board tried to strike a balance and wanted it to be representative of the membership. She noted that if the group runs into problems, it may encourage people to attend.

Leann stated that we want to be sure that the number is comfortable for the membership.

Alexia noted that members will need sign in, and that it will also be a way to prove that who attended.

Marilyn asked what the lowest attended conference was. r

Dena Mein - at time we set the number 25 there were only 90 members, the number 25% of membership is appropriate.

Betty Marshall noted she had attended all the conferences and noted we never have had less than 60 including the one day conference.

Judy Barnes noted that dual membership would also add to the number of voting members.

Ellen O'donnel asked why not 25 or 25%? Alexia noted that the Board did discuss that.

Alexia called for a vote, and the motion was passed.

5. Invitations to annual conference, the conference is hosted by each area group site, and is rotated with the site announced at annual business meeting.

Mary noted that this just codifies that the local group does the job they already do.

Mike moved that the change be accepted. Betty Marshall seconded the motion.

Alice Hampton wanted to know how the rotation was decided. Mary said it was alphabetically by association. It Not reflected in the bylaws so that it could be switched when necessary.

Preet suggested adding the word "an" to area group. Mary will make the change.

Sherly williams suggested that section b could be a; i.e. reverse the two. Mary will include the changes.

Mike amended his motion to include the changes.

Alexia called for a vote and the motion was carried.

6. Mary indicated that several things were inserted for clarity. These included the abbreviation of the name MHSLA. Elimination of the word "executive" for the Board. Use of the term Chair, rather than chairman.

SEE ATTACHED BYLAWS WITH REVISIONS INCLUDED.

Leann McGaugh moved that the changes be accepted as given. Mike Simmons seconded the motion and the motion was carried.

Alexia thanked Mary and her committee.

Mary noted that she will post the new bylaws to the Web with the minor errors fixed within 30 days.

**11. Old Business:** none.

**12. New Business:**

Maureen Watson presented the Invitation to 31st MHSLA Conference, October 13-15, 2004 Raddisson Hotel in Kalamazoo

Drawing: Free night's stay. Won by Diane Gardner.

**13. Election Results:**

Alexia announced that there was a problem with the election. She stated that dual members only received one ballot and the error was not detected until the votes were counted. In case of President, there are 15 dual memberships and the spread was 16. This means that even if the 15 members with dual membership voted for the other candidate, the election would have the same result.

There was only one candidate for Secretary, which means there are no problems.

Alexia noted that in the case of the Nominating Committee 15 votes could make difference. She noted that the Board is talking with candidates to determine if they object to having the election stand as is. If they do not agree, the election of the Nominating Committee will be held again.

Leann McGaugh moved that the membership accept the Boards solution. Mary Jo Wyels seconded the motion.

Discussion: Mary Jo suggested that it would safe to assume that the 15 dual members will vote the same. Alexia, said yes, but that it is not known that all 15 had turned in their ballots in the first place.

Alexia called for a vote, and the motion was carried.

Barb Platts announced result of election for President and Secretary. President-elect is Jennifer Barlow and Secretary is Yvonne Boudreau.

Barb thanked the candidates for running

Alexia introduced Joan Emahiser as president.

Joan gave Alexia her thanks and the presidential plaque

Joan thanked Alexia for her guidance and in particularly Preet and Cheryl for their work on the Conference.

Joan thanked MHSLA for the opportunity.

She noted that MHSLA looks like it is at a crossroads with new opportunities, such as group purchasing. She stated that her first goal will be to find a permanent home for ad hoc committee. She will be looking at a five year strategic plan. We are



changing what we do and how we do it. There are less institutions in the organization. Another of her Goals is the reconstruction of the procedures for the committees so that problems do not occur again.

There being no further business to discuss, the meeting was adjourned at 11:20.am.

Respectfully submitted,

Judith A. Barnes,  
Secretary

