

MHSLA EXECUTIVE BOARD MEETING

July 15, 2003

Sparrow Hospital, Lansing MI

Minutes

1. Call to Order

The meeting was called to order at 10:30am. Alexia Estabrook, President, presiding.

2. President's Remarks

Alexia indicated that she did not have a lot to say, so her remarks would be tabled for discussion with various committee reports and new and old business.

3. Secretary's Report / Approval of Minutes

The draft copy of the May 20, 2003, minutes reviewed. Corrections suggested via e-mail were discussed. The following corrections were made

Page 2, Paragraph 4: Bylaws Art VII, Sec.1D Slate: Add Treasurer to statement "Nominee for Secretary will submit consent to serve..."

Add Yvonne Boudreau to "In attendance".

Mike Simmons moved that the minutes be accepted as corrected. Arlene Weismantel seconded, and the motion was carried.

4. Archivist's Report

Maureen Watson reported that the Archivist at Ferris State was moving their archives and indicated she may have room for MHSLA's as well. She stated that Ferris Archivist would file materials in order of receipt. She pointed out that she may not always be the MHSLA Archivist, but will communicate with the Ferris Archivist that MHSLA would appreciate being able to store materials there.

Maureen raised the question of digital archives. Arlene stated that the Web site has only the most current materials in its archives. Mike raised the question on how many years would be appropriate to keep in digital format. Maureen agreed to work with Arlene in creating a policy for maintaining electronic archives.

5. Treasurer's Report

Janet Zimmerman presented the Treasurer's report. Joan Emaheiser moved that the report be accepted. Cheryl Putnam seconded a motion to approve the report. The motion was carried.

Janet stated that an account had been set up with Kinkos for MHSLA to produce copies for the Conference. As it is a tax exempt corporate account, only a limited number of persons will be authorized to use the account. Janet will work with appropriate Committee Chairs and Officers to establish authorization to use the account for MHSLA business.

Janet noted that traditionally the Treasurer and President of MHSLA are bonded. The immediate past President was not bonded. She stated that this will be corrected with the new President in October.

The Board approved Janet's request to purchase an up-to-date version of Quicken to maintain the Treasury records.

As interest is due on the certificate of deposit owned by MHSLA, Janet asked the Board's recommendation on what to do with the interest. The Board agreed that the interest should be rolled over. Janet will also investigate what a non-profit may do with investments to determine what alternatives may be available to MHSLA in the future.

6. **Committee Reports / Standing Committees**

a. **Audit Committee**

No report

b. **Bylaws Committee**

Mary Hanson submitted suggested Bylaws revisions for review by the Board. (See attached copy)

Further discussion ensued and additional revision suggestions were made concerning the following sections:

Art V, Sec.3, Duties of the Officers, A President, 3

The Immediate Past President shall be a voting member of the board... The Board was in agreement that the Immediate Past President should have the right to vote as a member of the Board.

Art VIII, Elections, D Slate

The Board further defined the required documentation as follows. Nominating Committee nominees will submit a consent to serve.

Treasurer and Secretary nominees will submit a consent to serve and biographical sketch.

President nominees will submit a consent to serve, biographical sketch and goals and objectives if elected.

Art IX, Sec. 1 Quorum.

The Board agreed that a quorum for the general membership meetings should be 25% of the general membership.

Mary agreed to make the additional revisions and communicate them to the Board via e-mail. The revisions will be mailed to the membership for review in time for the Conference as noted in the current Bylaws.

c. **Conference Planning**

i. **Education Committee**

Gurpreet Rana reported that the Committee was wrapping up conference preparations. She stated that the program was settled and that scholarships were trickling in for the member and student and will be chosen in September.

Maureen reported that the support staff workshop was held at MSU on May 21. She said that 16 attended, evaluations were positive and the Committee had secured 4.5 MLA CE hours for the course. Maureen also noted that much of the expenses were paid by an NLM grant thanks to Harvey Brenneise.

Preet thanked Harvey and Maureen for their assistance.

ii. **Local Arrangements Committee**

Cheryl Putnam reported that their committee was also wrapping things up for the Conference and would meet the following Thursday at the Bavarian Inn to assign rooms for the speakers. She requested that those who could provide laptops or projectors contact her.

d. Membership Committee

Susan Kendall reported that the outstanding membership fees from Wayne State and Henry Ford had finally been received.

e. Nominating Committee

Barb Platts presented the final slate for the upcoming election for the Board's consideration. She indicated that there were no write-in candidates submitted following the notification of the membership, therefore, the slate is as follows:

President-Elect	Jennifer Barlow
	Arlene Weismantel
Secretary	Yvonne N. Boudreau

f. Publications Committee

Arlene Weismantel reported that she was working on the membership directory on the Web and that the updates received to-date had been added. She noted that the MHSLA Newsletter was available on the Web and that it had also been mailed.

g. Research Committee

Alexia reported that Carole Gilbert was still working on the article reporting the results of the Committee.

h. Resource Sharing Committee

Sandy Swanson reported that they are working on several projects. She stated that the Committee's abstract had been accepted for presentation at the Midwest Chapter meeting.

i. Technology Committee

Harvey stated that the Ariel grant was proceeding. He indicated that there were still some equipment and firewall issues at two sites. He noted that a backup solution was being installed by MPHI and that eventually documents would be able to be received there by institutions with firewall issues. Harvey reported that the follow-up Ariel grant looks as though it will be awarded.

Harvey reported that StatRef was due for renewal in October. He noted that new resources would be made available but that there was money available to add them. Alexia asked if there was a way to get statistics by books used and by number of concurrent users by institution. Harvey indicated that statistics for concurrent users was available but not by institution.

6. Ad Hoc Committee for Group Purchasing

Joan Emahiser presented the Committee's Charge and Guidelines (see attached). She noted that the Committee recommended that it should have representatives from the Resource Sharing and Technology Committees. The Committee further recommended that it be a standing committee.

Alexia indicated that the Committee could be a sub-committee of the Resource Sharing Committee. She noted that at least for this year it should continue as an Ad-Hoc committee to be added next year as a standing committee by addition to the Bylaws. She suggested that the makeup of the committee and "focus group" would be up to the Committee or sub-committee determined at the time needed.

Joan suggested that the Committee continue at this time as an Ad-Hoc committee, putting the guidelines into practice and reporting back to the Board on the outcomes.

7. Regional Group Reports

a. ERHSLA

Cheryl Putnam reported that the group is busy with conference planning and has scheduled a meeting for the first week of August.

b. GMR Regional Council

Arlene Weismantal reported that she is seeking a replacement for the position but would stay on as representative until the Board could act on a policy for this position. The Board discussed the possibility of making the position an elected seat since the responsibilities would impact MHSLA at an administrative level. Arlene will step down at the Annual meeting and announce that next year the Representative will be an elected one. She said she would write a list of responsibilities and report at the next meeting.

c. MDMLG

Diana Balint reported that at the group's summer luncheon on June 19, Dr. Barbara Redman made a presentation on consumer health and patient education and the role of the medical librarian. She reported the election results: Karen Tubolino, President-elect, Marilyn Kostrezewski, Treasurer. Diana also noted that their next meeting would be September 18.

d. M-MHSL

No report.

e. NMHSLG

Susan Wischman reported that the group is in the final phase of implementing the NLM grant, training. Chris Allen has developed a class entitled: Finding Credible, Reliable Health Information on the Internet that have been held at: Cadillac, Grayling, Kalkaska, Leelanau and Frankfort Affiliate hospitals throughout the summer. The training sessions instruct end users how to search for health information on the Internet, as well as how to utilize the clinical web based resources. Classes are scheduled this fall for the same locations at Munson's main campus.

She also reported that upcoming programs at Community health Library: Healthy Summer Eating grilling demo by chef, diabetes educator, Laura McCain, Tips for successful aging and Dr. Katherine Ross will discuss the latest news on Hormone Replacement Therapy and alternative ways to treat the side effects of menopause.

In addition: the Department of Library Services is collaborating with the Traverse Area District Library, on the Making of Modern Michigan, a federally funded archival digitization project. The department has been creating a digital archive of the history of Munson Medical Center and the State Hospital.

f. UPHSLC

g. WMHSLA

Maureen Watson reported that WMHSLA will sponsor the 2004 Annual Educational Conference and that it would be held at the Kalamazoo Radisson, October 13-15. She also reported that the group's next meeting on September 10 would include MLA's teleconference. Maureen also noted that Dick Perrin had retired.

The Board discussed the need for signatures for approval of the conference site and agreed that the local group chair should sign for the site. It was also agreed that the MHSLA Treasurer could supply appropriate credit information and may sign agreements regarding financial concerns for the Conference.

8. Old Business

Mike Simmons presented his proposals for "MHSLA Library of the Year" and "MHSLA Librarian of the Year" (see attached documents). He suggested that the Board review the proposals and discuss them at the next meeting. He asked that suggestions be forwarded to him on the listserve.

9. New Business

a. Teleconference hosting.

Mike Simmons reported that when the GMR was approached regarding upcoming teleconference, they reported they would award only two libraries on a first come, first serve basis. He recommended that the Education Committee propose a policy for selecting host sites.

Mary Hanson suggested that GMR's mechanism for selecting host sites be investigated and that the Resource Sharing/Technology Committee survey could include questions regarding hosting capabilities.

Alexia indicated that there is a need to know who else is hosting and paying for the programs themselves. She asked Harvey to survey the membership about video conferencing abilities and share the information with the Education Committee. Mike reminded members that GMR funds only registration; not connect charges, room or food. She asked that the survey include information on who can host, who will host, who can afford the expenses of hosting and what experience does the site have for hosting.

Janet suggested that if MHSLA sponsors a teleconference, the local costs could be funded that way.

b. MHSLA consortial purchase of Natural Medicine

Mike Simmons distributed pricing for Natual Medicines Comprehensive Database. He indicated that The company had offered a test period for MHSLA to evaluate the database as a possible future consortial purchase. He indicated he would post the information on the Web site for members to evaluate for themselves.

10. Adjournment

There being no further business to discuss, the meeting was adjourned at 1:02pm.

Respectfully Submitted,

Judy Barnes
Secretary

In Attendance:

- | | |
|-------------------|---|
| Alexia Estabrook | President |
| Joanie Emahiser | President-Elect, Conference Planning |
| Mike Simmons | Immediate Past President |
| Judy Barnes | Secretary |
| Janet Zimmerman | Treasurer |
| Maureen Watson | Archivist, WMHSLA Representative |
| Gurpreet Rana | Education |
| Cheryl Putnam | Local Arrangements, ERHSLA Representative |
| Arlene Weismantel | Publications |
| Harvey Brenneise | Technology |
| Susan Kendall | Membership |
| Sandy Swanson | Resource Sharing |
| Mary Hanson | Bylaws |
| Diana Balint | MDMLG Representative |

Via Teleconference:

Barb Platts
Susan Wischman
Yvonne Boudreau
Linda Winslow

Nominating
NMHSLG Representative
Guest
UPHSLC



MHSLA EXECUTIVE BOARD MEETING
May 20, 2003
Sparrow Hospital, Lansing MI
Minutes

1. Call to Order

The meeting was called to order at 10:20am. Alexia Estabrook, President, presiding.

2. President's Remarks

Alexia indicated that she did not have a lot to say, so her remarks would be tabled for discussion with various committee reports and new and old business.

3. Secretary's Report / Approval of Minutes

Alexia indicated that having several drafts appear on the Board's Web site was working well in that it helps keep business of the Board fresh in members' minds and enables quick and easy revision.

A 3rd draft copy of the March 18, 2003, minutes was downloaded via e-mail and distributed for review. Corrections had already been made via e-mail. No additional corrections were suggested. Judy Barnes moved the minutes be approved, Mike Simmons seconded, and the motion was carried.

4. Archivist's Report

No report.

5. Treasurer's Report

Alexia presented the report dated 5/15/2003. Joan Emahiser moved and Alexia seconded a motion to approve the minutes. The motion was carried.

6. Committee Reports / Standing Committees

a. Audit Committee

Joan Emahiser reported that she and Patti Scholl and Janet Zimmerman would meet the following Thursday to review the audit.

b. Bylaws Committee

Mary Hanson submitted suggested Bylaws revisions for review by the Board. (See attached copy)

Further revision suggestions were made concerning the following sections:

Art.III, Sec. B, 3 and 6.

Benefits of Institutional vs Personal memberships involving access to the "members only" section of the Web page.

Art IV, Sec.3 Dues – Mary indicated that this section led to a discussion of the terms Chair, Chairperson, Chairman. Mary will alter the references to read "Chair." The Board also discussed standardizing the name of the Annual Education Conference and General Membership Meeting, as well as references to "The Board" vs "The Executive Board." Mary will make appropriate changes in the next draft Bylaws.

Art V, Sec. B Vacancy in office of President-Elect.

Alexia recommended that the Board discuss this via e-mail. No decision was made. Mary will draft a new section for discussion on the listserve.

Article V, Sec.3, Duties of the Officers:

It was the Board's decision to recommend a change in the Bylaws to permit the Immediate Past President a vote on the Board with the statement that "upon completion of the term of President, The President becomes Immediate-Past President with duties assigned by the Board".

Art VII, Sec.4, Membership and Publications Committees.

Susan Kendall noted that the Publications Committee does not maintain the membership list, the Membership Committee does. Arlene also indicated that the Bylaws also needed to be changed to reflect current practices of publishing the membership directory on the Web. Mary will develop appropriate wording for review at the next meeting. Susan noted that mailing lists included only members of MHSLA and that the Local Arrangements Committees developed their own mailing lists for Conference invitations. Susan also stated she would post a note on the Listserve requesting any address changes, etc.

Art.VIII, Sec. 1 D Slate:

The Board discussed the necessity for nominees for Nominating Committee to be required to submit "consent to serve" forms and "goals and objectives." Mary will re-write this section to indicate that the nominee for President submit biographical sketch, consent to serve and goals and objectives. Nominees for Secretary and treasurer will submit consent to serve and biographical sketch. Nomination Committee nominees will submit consent to serve only.

Art IX, Sec. 1 Quorum.

The Board agreed that a quorum for the general membership meetings should be 25 or 25%of the general membership, whichever is less. Alexia stated that there should be a sign-in sheet for all general membership meetings indicating personal or institutional membership. Membership will include all persons or institutions registered seven days prior to the meeting. This will be included in the next draft of the Bylaws.

Art. IX, Sec.4,

The Board discussed Local Group responsibility for the Annual Conference and recommended changes. Mary will draft changes for the next meeting.

c. Conference Planning

i. Education Committee

Maureen presented the report on behalf of Preet Rana. She reported that the Ariel and Clio support staff workshop will be May 21, at Michigan State University; David Scott will demonstrate the software and Paul Grove will discuss firewalls, protocols and troubleshooting installation. She indicated that CE credits may be awarded.

ii. Local Arrangements Committee

Cheryl Putnam reported that McLaren Regional Medical Center has made arrangements with Kinkos to allow staff to go to the printing center and make copies and charge them directly to MHSLA.

Joan Emahiser distributed a copy of the preliminary conference announcement. She also distributed the budget for the conference. The Board agreed to set the inclusive conference rate for members at \$325. No special pricing will be made available to Canadian attendees. Joan moved and Cheryl seconded a motion to accept the budget. The motion was carried.

d. Membership Committee

Susan Kendall reported the current membership stands at 69 personal, 53 institutional, 11 personal plus institutional. Two memberships are pending. She reported that two institutions participating in StatRef were not yet renewed. Harvey Brenneise stated he would contact Wayne State and indicated that institutions that had not renewed their memberships could theoretically be dropped from the consortial agreement with StatRef. Joan stated that she would work with Susan to communicate with Henry Ford regarding renewing their membership.

e. Nominating Committee

Barb Platts presented the slate for the upcoming election for the Board's consideration. Barb moved and Mike seconded the motion to accept the slate. The motion was carried. The slate is as follows:

President-Elect	Jennifer Barlow
	Arlene Weismantel
Secretary	Yvonne N. Boudreau

f. Publications Committee

Arlene Weismantel requested submissions for the upcoming newsletters, and reported that the next edition would be out soon.

f. Research Committee

No report was submitted. Alexia indicated that Carol Gilbert will write the article this summer on the Committee's research topic, recruitment and retention and the library connection. Joan stated that she will select a new chair for the next term.

g. Resource Sharing Committee

Sandra Swanson reported that there were 35 copies of MISHULS sold this year and that the project actually made a small profit. She indicated that the Committee will need to revise their process in order to avoid problems with ordering next year.

Sandra stated that Marge Kars is still collecting ILL statistics for the 2002 fiscal year and a report will follow. Sandy asked if there was significant need for such statistics. Judy Barnes stated that it was helpful in developing DOCLINE cells, and indicated that it would also be helpful to have information on the number of subscriptions owned by the participating libraries. She also asked about the relevance of posting holdings of collections in storage that are not available for ILL.

Sandy reported that she, Helen Look and Harvey Brenneise would be developing an abstract for a paper or poster for presentation at the Midwest Chapter MLA meeting on the NetLibrary project.

i. Technology Committee

Harvey Brenneise reported that he continues to speak with vendors regarding consortial discounts. He indicated that he would be exploring PDA access for StatRef and what interest there is for Libraries. He stated that the new list of titles for NetLibrary is out but that he has seen no medical titles on it.

Harvey stated that the Ariel grant was on track for phase II, and that he has no time frame yet on the decision from NLM. He indicated that it should be earlier than September.

6. Regional Group Reports

a. **ERHSLA**

Other than working on the Conference, ERHSLA had no report.

b. **GMR Regional Council**

Mike Simmons reported that he would be exploring various sites to request registration for hosting GMR educational programs.

c. **MACHIS**

No report. Discussion ensued as to the proper procedure to dissolve this group, per their request. Bylaws and voting requirement were consulted, it was felt a written confirmation of the group's disbandment would be needed.

d. **MDMLG**

No report.

e. **M-MHSL**

Mike Simmons reported that Arlene Weismantel was the new Chair and that the organization was looking at the possibility of hosting CE programs in the future. He also reported that there was a job opening at Sparrow Hospital for a technician.

f. **NMHSLG**

Susan Wischman reported that the installation of the computers from the NLM grant had been installed and that the Kiosk software was also installed. She stated that the next phase was training. She said their group had a successful "National Library Week" celebration. Susan also reported that the Ariel workstations were in at Munson but that there were still problems with installation due to firewall issues. The next NLM grant request will be to provide Internet access to patient rooms.

g. **UPHSLC**

No report.

h. **WMHSLA**

Maureen Watson reported that the group was exploring sites for the 2004 Conference and that they had decided on the Radison in Kalamazoo. She stated that the dates had not yet been set.

7. Old Business

Judy Barnes reported that she had reviewed various scenarios for acknowledging special events and celebrations among the membership. She recommended that MHSLA acknowledge births, deaths, events, in a column in the Newsletter in lieu of sending flowers or gifts. She moved that this practice be adopted. Mike seconded the motion and the motion was carried. It was noted that cards and gifts were more appropriately sent by local groups as that would be more personal.

Alexia reported that the project to develop a "MHSLA Librarian of the Year" award was in process. She also stated that the Marketing and Publicity Committee had been tabled.

Alexia stated that she had not yet named a chair for the Ad-Hoc Committee on Consortial Agreements. She reported she will have selected a chair by the next meeting. She indicated that it was ok for Mike Simmons to look into agreements with Natural Databases. Harvey stated that since MHSLA was not a consortium, it was difficult to secure consortial agreements with vendors. He also asked that representatives from the Resource Sharing and Technology Committees sit on the Ad-Hoc Committee.

Alexia asked that further discussion of the Committee's charges and disposition of consortial agreements in the Bylaws should be carried out on the listserve.

8. New Business

Sandy Swanson stated that the Education Committee needs to take a role in identifying MLA and NLM conferences and taking a lead in coordinating the hosting of such programs. In this way a single announcement would go out. She also said that MHSLA needs to define what it wants to fund and determine what the GMR will fund. Joan Emahiser suggested that the next Education Committee should address this problem. Sandy stated that the concern was more for the disorganization of the notification process. Mike indicated that he would investigate GMR funding.

9. Adjournment

There being no further business to discuss, the meeting was adjourned at 1:05pm.

Respectfully Submitted,

Judy Barnes
Secretary

In Attendance:

Alexia Estabrook	President
Joanie Emahiser	President-Elect, Conference Planning
Mike Simmons	Immediate Past President
Judy Barnes	Secretary
Maureen Watson	Archivist, WMHSLA Representative
Cheryl Putnam	Local Arrangements, ERHSLA Representative
Arlene Weismantel	Publications
Harvey Brenneise	Technology
Susan Kendall	Membership
Sandy Swanson	Resource Sharing
Mary Hanson	Bylaws

Via Teleconference:

Barb Platts	Nominating
Susan Wischman	NMHSLG Representative
Yvonne Boudreau	Guest