



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: November 4, 2003 MHSLA Executive Board Meeting

10:00 a.m. to 2:00 p.m.

Secretary : Yvonne N. Boudreau

Executive Board Member Roster

Names represented in **bold** indicate attendance

Officers: President - **Joan Emahiser**, President-Elect - **Jennifer Barlow**, Secretary - **Yvonne Boudreau**, Treasurer - **Janet Zimmerman**, Archivist - **Maureen Watson**, Immediate Past-President - **Alexia Estabrook**

Standing Committee Chairs: Audit - Patty Scholl, Bylaws - **Mary Hanson**, Education- **Cathy Eames**, Local Arrangements - **Maureen Watson**, Membership - **Susan Kendall**, Nominating - **Michael Simmons**, Publications - **Arlene Weismantel**, Research – **Lea Ann McGaugh**, Resource Sharing - Sandy Swanson, Technology - **Michael Simmons**, Ad Hoc Group Purchasing – **Joan Emahiser**

Regional Group Reps: ERHSLA - **Doris Blauet**, GMR - Barbara Platts, MDMLG - **Marilyn Kostrzewski**, MMHSL- **John Coffey**, NMHSLA - **Susan Wischman**, UPHSLC - Linda Winslow, WMHSLA - **Maureen Watson**

All Motions are indicted in **bold**

Topic:	Conclusions/Recommendations/Actions:	Action Assignment:
1. Call to Order	The MHSLA Board meeting was called to order on November 4, 2003 at 10:00a.m. by President Joan Emahiser. The meeting was held at Sparrow Hospital located in Lansing.	
2. President's Remark Joan Emahiser	Joan Emahiser welcomed attendees to the new fiscal year and introduced the new board members. Roll call was taken with 14 Board Members present. The President asked that Members email to her any desired items for inclusion in the agenda prior to each Board Meeting. The President passed out and explained several handouts to the Board Members. The list of handouts is as follows:	Joan Emahiser stated that she would set a deadline for "Goals and Objectives" which is required from each Board Member.

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	<ol style="list-style-type: none"> 1. "Executive Board Meeting Guidelines for 2003-2004". This handout is described as the "rules of engagement" that will be adhered to at Board Meetings. 2. "President and Executive Board Goals and Objectives for 2003-2004". 3. "MHSLA Executive Board Inclement Weather Notification System". 4. "MHSLA executive Board Bad Weather Meeting Cancellation Phone Tree 2003-2004". 5. "MHSLA executive Board Meeting Dates and Deadlines 2003-2004". 6. "MHLA Officers and Committee Chairs 2003-2004" 	
<p>3. Approval of Minutes Yvonne Boudreau</p>	<p>Corrections for the Minutes were discussed from the "MHSLA Executive Board Meeting held October 15th" and the "30th Annual Business Meeting held October 16th" (both in Frankenmuth).</p> <p>Alexia Estabrook Motioned that the Minutes be approved upon completion of the fore stated corrections. Doris Blauet seconded the Motion, Motion carried.</p>	<p>Yvonne Boudreau will obtain electronic version of Minutes from past Secretary Judy Barnes and corrections will be made.</p>
<p>4. Archivist's Report</p>	<p>Maureen Watson discussed the status of the MHSLA Archives. The supply of boxes consists of approximately 24 in reserve. The boxes are similar to Xerox boxes. Additional boxes will need to be purchased in the near future. Ferris State University continues to be amiable to housing the MHSLA Archives.</p>	<p>Maureen Watson will email to Janet an operating budget containing expenses incurred.</p>
<p>5. Treasurer's Report Janet Zimmerman</p>	<p>Janet Zimmerman submitted the written "Treasurer's Report for the dates 9/1/03 – 9/30/03" which lists income, expenses and total assets at \$47,488.10.</p> <p>Also submitted was a handout "2003 MHSLA Conference 01/01/03 through</p>	

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	<p>9/30/03" which lists income, expenses and total income-expenses at \$4508.69.</p> <p>Discussion regarding the Conference and expenses arose.</p> <p>Mike Motioned that future MHSLA Conferences include higher priced programming and lower Conference Fees. Marilyn Kostrzewski seconded the Motion, Motion carried.</p>	
<p>7. Audit</p> <p>Patty Scholl</p>	<p>Report submitted to the President</p>	
<p>8. Bylaws</p> <p>Mary Hanson</p>	<p>Mary Hanson requested that any additions to the Bylaws be mailed to her within the week.</p>	<p>Mary Hanson will post Final copy of the Bylaws to Arlene to post to MHSLA website.</p>
<p>9. Conference Planning</p> <p>Jennifer Barlow</p>	<p>Lea Ann McGaugh submitted the handout "MHSLA Annual Educational Conference 2003 Frankenmuth, Michigan - Final Report of Expenses October 2003".</p> <p>Discussion arose on the various expenditures and on the excellent budgeting skills of the Conference Planners.</p>	<p>Preet Rana is working on tallying the Conference Evaluations that will be submitted upon completion.</p>
<p>10. Education</p> <p>Cathy Eames</p>	<p>No report</p>	
<p>11. Local Arrangements</p> <p>Jennifer Barlow</p>	<p>Jennifer Barlow reported that the next MHSLA Annual Conference will be held in the Radisson Hotel in Kalamazoo, Michigan on October 13-15, 2004. Discussion arose regarding ideas for the programming of Special Events and Education/CE opportunities. A computer lab will be available in the Kalamazoo Public Library.</p>	

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<p>12. Membership Susan Kendall</p>	<p>A handout entitled "MHSLA membership Committee Goals/Objectives/Responsibilities" was submitted.</p> <p>It was reported that Institutional Memberships increased last year because of the availability of Stat!REF consortium pricing.</p>	
<p>13. Nominating Michael Simmons</p>	<p>The handout "Nominating Committee – Goals and Objectives 2003-2004" was submitted.</p> <p>Mike Simmons discussed pursuing a "Librarian/Library of the Year Award". The Nominating Committee will explore Wisconsin's model for this award.</p>	
<p>14. Publications Arlene Weismantel</p>	<p>Arlene Weismantel submitted a handout " Publications Committee 2003-2004 Goals and Budget".</p> <p>Three "high-quality" issues of the <i>MHSLA News</i> will be published. All MHSLA members are encouraged to submit newsletter content. Newsletter deadlines are January 1, May 1, and August 1, of 2004. Additionally, the Membership Directory will be published on the MHSLA Website.</p>	
<p>15. Research Lee Ann McGaugh</p>	<p>Lea Ann McGaugh submitted the goals and budget for the research Committee to the President.</p> <p>Also submitted was the handout "MHSLA Research Committee – Initial ideas for survey to meet ARIEL requirements"</p> <p>This document presents a framework of questions that will be incorporated into a survey of the ARIEL grant participants which has been stipulated in the original NLM grant application.</p> <p>Discussion arose regarding the status of this grant and the second ARIEL grant.</p>	<p>Lea Ann McGaugh will draft an e-mail to MPHI (Greg Kline) regarding the current status of ARIEL grants and will discuss the need for the evaluation surveys. A draft will be posted to MHSLA Board listserv for Member's comments.</p> <p>Efforts will be made to obtain a complete copy of the grant application as submitted to</p>

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	A list of recipient Institutions and contact persons will be obtained.	NLM.
16. Resource Sharing Sandy Swanson	Sandy Swanson submitted the handout "Resource Sharing Committee Report" which describes proposed projects for the year such as MISHULS and a NetLibrary purchase.	
17. Technology Michael Simmons	Mike Simmons proposed that MHSLA consider a name change for this Committee or to instead work more closely, or partner, with other Committees such as Resource Sharing and Local Arrangements in setting up computer labs. Mike Simmons asked for project ideas from other Members and recommended that a survey of all membership be conducted in order to generate ideas for the future direction of the Technology Committee.	
18. Ad Hoc Group Purchasing Joan Emahiser	This new Ad Hoc Committee will serve as the "checks and balances" for group purchases. The discussion will be deferred to the Old Business section of meeting.	
Regional Reports ERHSLA Doris Blauet	Doris Blauet reported that they are recovering from the Annual Conference.	
GMR Regional Council	No report.	

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<p>Barbara Platts</p>		
<p>MDMLG Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski submitted the handout "MDMLG Representative to MHSLA Report".</p> <p>It was reported that at the November 19th General Business Meeting, Marcia Piotrowski, Clinical Risk Manager at VA Medical Center, will be the guest speaker at a Brown Bag teleconference on LinkOut entitled "Imbedding Safety into Patient Care: an Organizational Mission".</p> <p>Also MDMLG Members created a new webpage for Consumer Health Links.</p>	
<p>MMHSL John Coffey</p>	<p>John Coffey reports that the first meeting for MMHSL is scheduled for November 21st, 2003.</p> <p>It was reported that MSU is beta testing Pubmed LinkOut and that any interested persons can proxy to MSU to review/test. If needed, contact John Coffey for assistance.</p> <p>Also, during Spring Break at MSU, a power point CE class on "Teaching Presentation Skills" will be offered.</p>	
<p>NMHSLA Susan Wischman</p>	<p>Susan Wischman reported that Munson Healthcare Department of Library Services has received a Citation of Excellence Award from the Library of Michigan. In addition, they are preparing for the 2005 MHSLA Conference.</p>	
<p>UPHSLA Linda Winslow</p>	<p>Because Linda Winslow has a scheduling conflict, Mike Simmons reported for her.</p> <p>In was discussed that UPHSLA may be able in the future to attend via</p>	

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	<p>Conference Call vs. the REMEC teleconferencing.</p> <p>It was also reported that UPHSLA would not disband in order to unite with other respective regional groups.</p>	
<p>WMHSLA Maureen Watson</p>	<p>Maureen Watson reported that WMHSLA will have their first meeting Monday November 10th in order to discuss "local arrangements".</p>	
<p>19. Old Business</p>	<p>Election Update - Alexia Estabrook reports that all people listed on the 2003-2004 ballots for Membership Committee have been contacted and the results of the election will stand.</p> <p>Group Purchasing - Joan Emahiser submitted a packet of handouts that included "Recommendations for Handling Group Purchases". Several of the items listed in the outline were discussed. The handout also included copies of two letters regarding Sandy Swanson's appointment as coordinator for the MHSLA Stat!REF group purchase. One letter will be sent to Randy Dykhuis at MLC, the other letter will be sent to Shannon McYoung of Teton Data Systems. Also submitted in the packet was the handout "Group Purchase Coordinator Position Description" which outlines the duties of the new position. This document is considered a "work in progress". Additionally, the handout "Stat!REF Review Chart" was submitted by Sandy Swanson. This document presents an overview of the previous handling of the Stat!REF group purchase</p> <p>Legal Affairs - Arlene Weismantel submitted the handout, "Libraries Practice Group" which is a written description about a legal firm representing, among other clients, statewide libraries. A representative from this firm was a guest speaker at the Michigan Libraries Association's recent Annual Conference.</p> <p>Discussion regarding MSHLA's need to have an attorney on retainer and to incorporate MHSLA followed.</p>	<p>Joan Emahiser will add suggestions to "Recommendations for Handling Group Purchases" handout for approval at the January Board Meeting.</p> <p>Joan Emahiser will retain an attorney and will look into becoming incorporated in the</p>

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		immediate future
	<p>Alexia Estabrook Motioned that MHSLA be incorporated. Marilyn Kostrzewski seconded the Motion, Motion carried.</p> <p>Alexia Estabrook Motioned that officers of the Board investigate the retaining of an attorney and approve allocation of funds for initial consultation and report findings to Board at the January Board Meeting. Marilyn Kostrzewski seconded the Motion, Motion carried.</p> <p>NLM Grant Update – See discussion from Research Committee Report.</p>	
20. New Business	<p>Action Statements will be added to the Minutes and reviewed at following Board Meeting.</p> <p>As a course of action, it was suggested that upon submitting a report to the MHSLA Board, Committee Members be invited/encouraged to attend the respective Board Meeting.</p> <p>It was suggested that a Member of MHSLA be sent as an emissary to a comparable medical library association's annual conference within the United States in order to gain insight and wisdom on the programming of various special event and CE ideas. New ideas could be implemented in future MHSLA Conferences.</p> <p>HLS – Standards & Credits - Alexia Estabrook presented an overview of a program in which Hospital Libraries assist in providing accreditation for Physician CME credit.</p> <p>Website Pathfinders - Alexia Estabrook suggested that anyone with interest or the Education Committee gather/develop topic specific bibliographies/pathfinders that</p>	<p>Alexia Estabrook will write an article for the newsletter to explain this issue further.</p>

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	<p>assist librarians when seeking information. These would be posted on the MHSLA website.</p> <p>Discussion regarding the maintenance of the website arose.</p> <p>Joan Emahiser moved to eliminate the Electronic Journal Club from the Website. Doris Blauet seconded the Motion, Motion carried.</p>	
<p>21. Next meeting agenda items</p>	<p>It was suggested that all MHSLA Members be made aware of an open invitation to attend Board Meetings. Dates are posted on the MHSLA web page.</p>	<p>Arlene Weismantel will post a notice to the Webpage that will invite all Members to future Board Meetings. RSVP to the President.</p>
<p>22. Adjournment</p> <p>Joan Emahiser</p>	<p>With no further business, the President adjourned the meeting at 2:00p.m.</p>	