



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: March 16, 2004 MHSLA Executive Board Meeting

10:00 a.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	President Joan Emahiser called the MHSLA Board meeting to order on March 16th, 2004 at 10:00am. The meeting was held at Sparrow Hospital located in Lansing.	
2. President's Remark Joan Emahiser	President Joan Emahiser welcomed all those in attendance.	
3. Guest	Ruth Dukel of MLC was a guest speaker and discussed the available resources and services of MLC. Topics that were covered include Group Purchasing criteria and the future plan of MLC/MLA sponsored Library Certification Program which	

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	would specialize in topics such as Serials or Cataloging. Certificates would be distributed upon completion of the various courses.	
<p>3.5 Approval of Minutes</p> <p>Yvonne Boudreau</p>	<p>A recently obtained electronic version of the September 2003 Board Meeting Minutes were reviewed in order to determine whether or not the Minutes were updated with previously stated corrections.</p> <p>In addition, the January 16th Board meeting Minutes were approved. The stated corrections will be updated and will replace the draft copy already posted to the MHSLA website.</p> <p>Alexia Estabrook Motioned that both the September 2003 and the January 2004 Minutes be approved upon completion of the aforementioned corrections. Mike Simmons seconded the Motion, Motion carried.</p>	
<p>4. Archivist's Report</p> <p>Maureen Watson</p>	No activity reported.	
<p>5. Treasurer's Report</p> <p>Janet Zimmerman</p>	<p>Janet Zimmerman submitted two reports:</p> <p>1. the "2003 MHSLA Conference Report – 01/01/03 through 2/29/04."</p> <p>This report itemizes all income and expenses incurred by MHSLA as a result of the 2003 Conference. Total income generated from Registration Fees, Exhibitors, Vendors and other are \$26,955. The total expenses are itemized in the handout. The total Debit Conference Expenses for 2003 equal \$19,070.38. Total income-expenses are \$7884.62.</p> <p>2. the second document submitted is titled "MHSLA Treasurer's Report 1/1/04 –</p>	

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	<p>2/29/04”</p> <p>This report lists income and expenses incurred by MHSLA between these dates. Total Assets as of 2/29/04 is \$51,511.04</p> <p>Janet Zimmerman also submitted a document entitled MHSLA Treasurer Procedures – draft.</p> <p>Doris Blauet motioned that the Treasurer’s Report be approved pending audit. Moreen Watson seconded the Motion, Motion carried.</p>	
<p>7. Audit</p> <p>Patty Scholl</p>	<p>Patty Scholl submitted a report that stated the Audit for the year ending October 31st, 2003 was completed on February 12th, 2004.</p> <p>The MHSLA checking account was examined through check #266. It was determined that all financial records were in exemplary order.</p> <p>The Board acknowledged the outstanding efforts of Treasurer Janet Zimmerman.</p>	
<p>8. Bylaws</p> <p>Mary Hanson</p>	<p>No report</p>	
<p>9. Conference Planning</p> <p>Education</p> <p>Cathy Eames</p>	<p>Cathy Eames reported that the CE courses for the 2004 Annual Conference to be held in Kalamazoo are scheduled.</p> <p>Some of the reported events are listed below.</p> <p>4 hour CE - Communicating with physicians for Librarians</p> <p>3 hour CE - Information overload – Robert Berkman</p> <p>8 hour CE - Running with the squirrels: providing library services to Hospital</p>	

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	<p>Administrators.</p> <p>The scheduled Keynote Speaker is Robert Berkman, notable author and Editor of the <i>Information Advisor</i> newsletter. Title of his talk will be -“50 ways to make yourself indispensable to your organization.”</p> <p>Doris Blauet motioned that the content of the 2004 Annual MHSLA Conference as planned by the Education Committee be approved. Marilyn Kostrzewski seconded the Motion, Motion carried.</p> <p>Additionally, a class titled “MeSH from the ground up” is being held at Central Michigan University on May 18. Leslie Behm will be presenting. This class is designated for support staff however all people are invited to attend.</p> <p>Discussion about the MLA Teleconference on Expert Searching evolved.</p>	
<p>10. Conference Planning</p> <p>Local Arrangements</p> <p>Jennifer Barlow</p>	<p>Jennifer Barlow submitted the “Goals and Objectives for the Local Arrangements Committee” and reported on the status of the local arrangements in Kalamazoo.</p> <p>Jennifer Barlow posed the question to the Board as to whether or not the “Mary Kay - Facial Make-Over / Glamour Photo Shoot “ event should be listed on the Conference Program. It was determined that it should not be on the program but it is “okay” to hold the event.</p> <p>Jennifer Barlow also posed the question to the Board as to whether or not a transitional Board Dinner should be held at the Conference. It was determined that a transitional Board Meeting will instead be held at November’s Board Meeting. No Board Dinner will be held at the 2004 Conference.</p> <p>It was also determined that instead of spending \$80.00 to send out postcards to announce the 2004 Conference, email notification will be used to communicate Conference information.</p>	

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	<p>Mike Simmons and Doris Blauet offered to supply equipment such as projectors and laptops for the Conference. This will save a large amount of money for MHSLA. This cost savings will be recognized in the MHSLA Conference budget.</p> <p>Also submitted was a tentative three-day outline of the schedule for the 2004 Conference. This document should be considered as a "working document".</p> <p>It was suggested that this year's Conference cost the least possible for the registrants.</p> <p>Maureen Watson reported that Mardi Gras beads would be used for the nametags.</p>	
<p>11. Membership Susan Kendall</p>	<p>John Coffey reported for Susan Kendall who submitted the following information;</p> <p>As of 1/19/04 MHSLA has 75 Personal Memberships; 57 Institutional Memberships; 14 Personal plus Institutional Memberships; and 1 nonpaying membership for the Library of Michigan to archive <u>MHSLA News</u>.</p> <p>All those who have not yet renewed by March 1, as per the Bylaws, were deleted from the MHSLA Membership database.</p> <p>Stat!Ref participants who have not renewed institutional memberships include, Marquette, Mt. Clemens and WSU. ("All plan on renewing.") Discussion arose regarding how to handle institutions that do not pay MHSLA membership fees.</p>	<p>President Joan Emahasier will place phone calls to the three institutions to remind them of their need to be MHSLA Members in order to benefit from consortium Stat!Ref pricing. A payment deadline will also be determined.</p>
<p>12. Nominating Michael Simmons</p>	<p>Mike Simmons reported that the Committee is actively seeking nominees from each Area Group for the position of President Elect and Treasurer for the year 2005. As per the MHSLA bylaws, the Nominating Committee will submit the slate to the MHSLA Board before June 16th, 2004. The Final Slate will be</p>	

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	<p>submitted to MHSLA Board no later than July 31st. The ballots will be mailed out no later that August 30th.</p> <p>Also, Mike Simmons made a request that a revision of the MHSLA Bylaws Article VII pertaining to nominating procedures be made. All of the Sections of Article VII contain language that requires clarification in order to ensure that the election process is accurately administered in the future.</p> <p>The Chair submitted an outline of Article VII which identified the nebulous statements contained within the Sections. A revised edition of the procedures will be created by the Chair and will be presented to Board in the near future.</p>	
<p>13. Publications</p> <p>Arlene Weismantel</p>	<p>Arlene Weismantel reported that Issue 74 of the <i>MHSLA Newsletter</i> has been published in 8 pages.</p> <p>All members are highly encouraged to submit articles for the next newsletter.</p> <p>The MHSLA Webpage is still under construction. The photos have been switched to photos of MHSLA members who are participating in various past events.</p> <p>Board business is being posted to the webpage.</p> <p>The new 2004 MHSLA Membership Directory will be created in the near future.</p>	
<p>14. Research</p> <p>Lea Ann McGaugh</p>	<p>Lea Ann McGaugh submitted the document titled "Research Committee Charge report including a budget " .</p> <p>Also submitted is a document titled MHSLA – Ariel Survey – Final Report- March 2004.</p>	

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	<p>As designated by the NLM Grant, a questionnaire/survey was distributed to the Ariel Grant participants.</p> <p>Based on the results of the survey, three people/institutions have Ariel up and running. All others report firewall issues as the main reason for not using Ariel. These participants however reported using creative measures to make various types of document files using the scanner and later, emailing these files to the respective clients.</p> <p>The facts gathered from the survey results will be written up and submitted as an article in the next MHSLA newsletter.</p>	
<p>15. Technology Michael Simmons</p>	<p>Mike Simmons reported that the Committee is looking into the possibility of having MLC house a computer server for Ariel. MLC may also host webpace in which clients could access through the internet and retrieve a file or document that has been posted by a librarian.</p> <p>The MHSLA laptop was deemed to be "outdated" (modem card missing). The laptop will either be donated to Free Cycle Website or raffled off at the Conference.</p>	
<p>Regional Reports ERHSLA Doris Blauet</p>	<p>Doris Blauet reported that the group had met on March 11 and they have reviewed the final report of the Frankenmuth Conference.</p> <p>They also discussed the possibility of sponsoring a CE Class. The CE class "Redesigning Work Space" which has been offered in Chicago has been targeted as a candidate for the first CE class sponsored by ERHSLA.</p> <p>ERHSLA currently has 15 members representing 8 institutions.</p>	

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<p>GMR Regional Council Barbara Platts</p>	<p>Barb Platts reported that the GMR emails are being forwarded to the MHSLA listserv. Also new grant funding opportunities are available. Contact Tammy Mays at the GMR at 1-800-338-7657 for further information.</p>	
<p>MDMLG Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski reported the activities of MDMLG.</p> <p>Three upcoming CE courses are planned:</p> <p>4 CE Hours - Technology Planning – by Wallace McClendon - May 4. Hyatt Regency Hotel.</p> <p>4 CE Hours - What’s up at NLM and other Federal agencies for Health Science Librarians” - Leslie Behm - June 15th. WSU</p> <p>4 CE Hours – MeSH: From the Ground Up – Leslie Behm – June 15th. WSU</p> <p>Also, the Summer Luncheon Program will be held at the Somerset Inn on June 17th. The main speaker will be Judy Seiss speaking on “the Visible Librarian”.</p> <p>Newly elected MDMLG Board Members were announced and can be viewed on the MDMLG website.</p>	
<p>MMHSL John Coffey</p>	<p>John Coffey reported that MMHSL had met and discussed a schedule for upcoming CE programs.</p> <p>The Committee also discussed local arrangements for the 2006 MHSLA Conference. Based on the unofficial survey posted to the listserv, Soaring Eagle has been eliminated as a location.</p> <p>Discussion arose as to whether or not a MHSLA representative could sign the contract without liability.</p>	

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<p>NMHSLA Susan Wischman</p>	<p>Susan Wischman reported that the Munson Health Sciences Library is undergoing a major renovation. The library will move all books, journals and computers into a temporary location while the renovation is taking place. They will then move all resources back into the newly renovated space.</p> <p>The Community Health Library held 6 community programs for the winter months of January, February, and March. All programs were attended to full capacity. It was also reported that the Community Health Library has evolved into a support group-clearing house.</p> <p>Munson hosted the MLA teleconference and had 8 participants.</p>	
<p>UPHSLA Linda Winslow</p>	<p>Nothing to report.</p>	
<p>WMHSLA Maureen Watson</p>	<p>Maureen Watson reports that local arrangements are being discussed and that an April 21st breakfast at the Baymont Inn will be held in order to continuing the planning of arrangements. WMHSLA currently has 25 members.</p>	
<p>16. Ad Hoc Group Purchasing and Grants Joan Emahiser</p>	<p>Joan Emahiser submitted two documents to the Board.</p> <p>1. "Notes From Meeting With Gary Bender"</p> <p>MHSLA Incorporation update – MHSLA representatives met with the lawyers.</p> <p>The document "Articles of Incorporation" was filed with the State of Michigan on February 25, 2004 and was signed by President Joan Emahiser, Technology and Membership Chair, Mike Simmons and Publications Chair, Arlene Weismantel.</p> <p>A State assigned incorporation number has been provided to MHSLA. Official paperwork is forthcoming. MHSLA is officially incorporated with the State of</p>	

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Michigan as a domestic non-profit corporation.

The lawyer's office is being used as MHSLA's temporary "permanent" address. The permanent address will be changed at a later date to possibly MLC.

A Motion was drafted by Murphy, Benton and Spagnuolo and is as follows;

Upon Motion made it is resolved that the law firm of Murphy, Benton & Spagnuolo, P.C. be engaged by MHSLA to file Articles of Incorporation for a non-profit and to advise MHSLA on corporate governance matters.

Upon Motion made it is resolved that MHSLA shall formally organize as a non-profit corporation under the laws of the State of Michigan. It is further resolved that the Articles as attached are hereby adopted and the actions in causing the Articles to be filed with the State of Michigan by the incorporators are hereby ratified by the Executive Board.

Alexia Estabrook motioned that the aforementioned language be approved. Jennifer Barlow seconded the Motion, Motion carried.

2. The second document submitted is titled " Notes from Meeting with MLC".

Ruth Dukelow is working with Stat!Ref to revise the contract to better reflect MHSLA's needs. (The current Stat!Ref contract is devised for an individual library, not a consortium).

The next license renewal is schedule for October 2004. Once this contract is concrete, MHSLA will figure out a fair distribution of cost to the participants who have purchased varying concurrent users licenses.

It was determined that excess money within the Stat!Ref "kitty fund" must be listed in the MHSLA budget as an asset. Exact figures will be obtained and provided to Treasurer Janet Zimmerman.

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	<p>When purchasing new Stat!Ref titles, it was determined that titles be purchased once a year as a "Package for the year ". This process will commence in the fiscal year 2005.</p> <p>It was suggested that guidelines for purchasing new titles be created by the Group Purchasing Committee and that the guidelines reflect typical library collection development criteria for print book purchases.</p> <p>It was suggested that the Group Purchasing Committee write up a list of options for the MHSLA Stat!Ref participants in order to determine how to best handle the current balance of excess Stat!Ref money.</p> <p>Additionally, Mike Simmons, of the Technology Committee, was approached by Harvey Brenneise (operating as subcontract labor for MPHI) with the option to purchase a second server with funds from the Ariel Grant #1. Harvey Brenneise also requested that a location be determined for proposed server.</p> <p>Lea Ann McGaugh Motioned that since MHSLA has no real entitlement to assist MPHI in decisions relating to their Ariel Grant, it is in the best interest of MHSLA to refrain from conferring with MPHI on the matter of a second server. Mike Simmons seconded the Motion, Motion carried.</p>	
<p>17. Old Business</p>	<p>President Joan Emahiser requests that the Committee Procedures continue to be submitted to her.</p> <p>Joan Emahiser suggested that three people volunteer to review the various Committee procedures in order to verify that these procedures coincide with each other. Also, a uniform format will be decided upon.</p>	

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<p>18. New Business</p>	<p>MHSLA Outreach – State Librarian Christie Brandau suggested that MHSLA collaborate with public libraries in order to provide education and insight on health information resources.</p> <p>It was suggested that since MHSLA has been incorporated, we should apply for GMR Exhibitor Grant in order to promote MHSLA at MLA conferences.</p> <p>An informative letter will be written to the State Librarian which will highlight MHSLA's continued efforts with this initiative.</p> <p>It was discussed that an Ad Hoc Committee be formed and charged with handling outreach issues as well as the grant application process, listserv postings and communication with MLA. Mike Simmons, Arlene Weismantal, and Alexia Estabrook have volunteered for this committee. Arlene Weismantel has been assigned Chair.</p> <p>Inmich was discussed. This is a State of Michigan sponsored patron generated ILL that ensures document delivery within 48 hours. It is a uniform catalogue of print and electric resources. This program circumvents OCLC and consequently is priced cheaper for document delivery.</p> <p>Leslie Beam of MLA has asked Mike Simmons whether MHSLA is interested in donating an item for a raffle held by MLA. Mike Simmons will arrange with Janet Zimmerman to purchase a health science book.</p>	
<p>19. Next meeting agenda items</p>	<p>A report from the Outreach Ad Hoc Committee will be provided.</p>	

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20. Adjournment Joan Emahiser	President Joan Emahiser adjourned the meeting at 2:00pm.	
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