



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: May 18, 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 May 18 th , 2004 at 10:00 am. The meeting was held at Sparrow Hospital located in Lansing.	
2. President's Remark Joan Emahiser	President Joan Emahiser welcomed all those in attendance.	

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<p>3. Approval of Minutes Yvonne Boudreau</p>	<p>The March 16th Minutes were approved. Corrections were updated and have been posted to the MHSLA website. Jennifer Barlow Motioned that the March 16th Minutes be approved. Sandy Swanson seconded the Motion. Motion carried.</p>	<p>To compile the Minutes and post draft copy to the MHSLA Board listserv.</p>
<p>4. Archivist's Report Maureen Watson</p>	<p>No report.</p>	
<p>5. Treasurer's Report Janet Zimmerman</p>	<p>Janet Zimmerman submitted two reports:</p> <ol style="list-style-type: none"> 1. the " 2004 MHSLA Conference 10/1/03 through 4/30/04". This report itemizes additional Conference expenses. Total Income – Expenses equal \$2386.00. 2. the " MHSLA Treasurer's Report 3/1/04 through 4/30/04". This report lists total MHSLA assets as of 4/30/04 as \$49,376.32. 	
<p>7. Audit Patty Scholl</p>	<p>No report – function is complete for year. Audit Committee Procedures were submitted.</p>	
<p>8. Bylaws Mary Hanson</p>	<p>Mary Hanson identified changes that will be made to MHSLA Bylaws Article VII pertaining to the Nominating procedures. These changes were based upon Mike Simmons's Report to the Board last March.</p>	

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	<p>Also, the Bylaws will be updated to reflect that MHSLA is recognized by the State of Michigan as a Corporation.</p>	
<p>9. Conference Planning</p> <p>Local Arrangements</p> <p>Jennifer Barlow</p> <p>Maureen Watson</p>	<p>Jennifer Barlow submitted a report “ MHSLA 2005 Conference Fee Options”. This report presents three options for the 2004 Conference fees. Each option offered different percentages that MHSLA would subsidize for the Conference Fees.</p> <p>Jennifer Barlow motioned that Option # 2 (35% MHSLA subsidy) be utilized for the 2004 Conference because this option will keep the fees under \$300 dollars and is considered the “middle of the road”). Joan Emahiser seconded the motion, vote was counted, Motion was rejected.</p> <p>Discussion ensued.</p> <p>Jennifer Barlow Motioned that Option #1 (40% MHSLA subsidy) be utilized for the 2004 Conference, Moren Watson seconded the Motion, Motion Carried.</p> <p>Jennifer Barlow submitted a letter addressed from Diane Balint which requests that the MHSLA Board consider the possibility of the Conference Fees being offered “at par” to the Canadian MHSLA Members.</p> <p>Discussion arose. After much consideration it was decided that because MHSLA is already subsidizing 40% of the Conference Fees for each Member, unfortunately, it could not offer Conference fees to the Canadian Members at par.</p> <p>Jennifer Barlow Motioned that all MHSLA Fees and corporate transactions be paid in U.S. dollars. Sandy Swanson seconded the Motion, Motion carried.</p> <p>Jennifer Barlow also reported that there have been some scheduling changes to the 2004 Conference Agenda.</p> <p>Maureen Watson discussed some technology issues.</p>	 <p>A Knowledge <i>Kaleidoscope!</i></p>

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	To the right of this document please notice the 2004 Conference logo.	
10. Education Cathy Eames	Cathy Eames reported that Leslie Behm is currently presenting “ MeSH from the ground up” at CMU. There were 15 registrants. Attendance figures for the 2004 MLA Teleconference were provided. 81 people in 4 site locations within Michigan were in attendance.	
11. Membership Susan Kendall	Susan Kendall reported that that all Stat!Ref participating members have paid their 2004 Membership dues.	
12. Nominating Michael Simmons	Mike Simmons submitted a report that listed the 2004 Election slate. The report also provided an Election Schedule that listed the timeline of events associated with the election process.	
13. Publications Arlene Weismantel	Arlene Weismantel reported that the MHSLA Newsletter has been delayed until June.	
14. Research Lea Ann McGaugh	Lea Ann McGaugh reported that she is preparing an article for the MHSLA Newsletter.	

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<p>15. Resource Sharing</p>	<p>Sandy Swanson reported that she is working on MISHULS and a membership survey that will be used to help determine the identity of any new resources the membership may be interested in sharing.</p>	
<p>16. Technology Michael Simmons</p>	<p>No report</p>	
<p>Regional Reports ERHSLA Doris Blauet</p>		
<p>GMR Regional Council Barbara Platts</p>	<p>Barb Platts reported that the deadline to apply for the "Access to Electronic Health Information" grant is June 4th. Also, all GMR listserv postings are being forwarded to the MHSLA listserv.</p>	
<p>MDMLG Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski reported that Janet Zimmerman hosted the General Meeting at Bons Secors Cottage hospital on April 22. Judy Field was the guest speaker. The summer luncheon will be held Thursday June 17th at the Somerset Inn in Troy. The keynote speaker will be Judith Seiss.</p>	
<p>MMHSL John Coffey</p>	<p>John Coffey reported that the Committee is planning for the 2006 Conference which will be held at the Kellogg Center.</p>	

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<p>NMHSLA Susan Wischman</p>	<p>Susan Wischman reported that the Department of Library Services at Munson Healthcare has been nominated by the Library of Michigan for a national award issued by the National Committees on Libraries and Information Science.</p> <p>Also Barb Platts and Alexia Estabrook are new co-editors of the Technology column of the Journal of Hospital Librarianship.</p> <p>The Community Health Library held the programs “Doc on a Mission” and “Asthma and Your Environment.”</p>	
<p>UPHSLA Linda Winslow</p>	<p>Linda Winslow reported that the snow has almost all melted up north!</p> <p>Also the Health Information Center, which is the consumer library at Marquette General Health System, is 10 years old.</p> <p>Linda Winslow also reported that because of the long distances to travel and the inclement weather, the UPHSLA group unfortunately does not get a change to meet very often. Once the temperature gets above 30 degrees, they hope to meet to plan an educational offering sometime in the future.</p>	
<p>WMHSLA Maureen Watson</p>	<p>Maureen Watson reported that they are planning the 2004 Conference.</p>	
<p>17. Ad Hoc Group Purchasing and Grants Joan Emahiser</p>	<p>Joan Emahiser updated the Board Members as to the Stat!Ref / Gary Bender issue. It was decided that the MHSLA Newsletter article drafted by Gary Bender would be postponed until all involved parties have had an opportunity to respond to previously mailed correspondence.</p>	

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<p>18. Old Business</p>	<p>Joan Emahiser reported that she is creating a universal template or a consistent format for all of the Committee Procedures documents. It is predicted that by 2005 the Ad Hoc Committees will be eliminated for Group Purchasing and Resource Sharing.</p> <p>Also, Mike Simons revisited the initiative to donate the MHSLA Laptop.</p> <p>After a very brief discussion, Mike Simmons Motioned that the Laptop computer be given to Yvonne Boudreau current MHSLA Secretary. Maureen Watson Seconded the Motion, Motion carried.</p>	
<p>19. New Business</p>	<p>Special Note: On June 16, 2004, Mike Simmons reported that the Board Members had approved the 2004 Nominating Slate.</p> <p>Board Members conducted this business electronically through email postings.</p> <p>The slate will be mailed out in accordance with the election process timeline.</p>	
<p>20. Next meeting agenda items</p>	<p>Please send all meeting agenda items to Joan Emahiser.</p>	
<p>21. Adjournment Joan Emahiser</p>	<p>President Joan Emahiser adjourned the meeting at 2:00pm.</p>	