



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: September 21st, 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 meeting to order at 10:10 on September 21 st , 2004. The meeting was held at Sparrow Hospital located in Lansing.	
2. President's Remark Joan Emahiser	Joan Emahiser welcomed all those in attendance and thanked all Board Members for their hard work over the last year. She expressed a special appreciation to Sandy Swanson for handling Stat!Ref.	
3. Approval of Minutes Yvonne Boudreau	Yvonne Boudreau identified various corrections needed to the draft July Minutes. Sandy Swanson Motioned that the July 20th Board Meeting Minutes be approved subject to the corrections. Marilyn Kostrzewski seconded the Motion. Motion carried.	Yvonne Boudreau will make corrections and email Minutes to Arlene Weismant

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<p>4. Archivist's Report</p> <p>Maureen Watson</p>	<p>Maureen Watson reported that her tri-fold poster is ready for the Conference Exhibit. Also, additional acid free boxes were purchased for use in the Archives which are housed at Ferris.</p> <p>Maureen requested that the Secretary's notebooks be submitted into the MHSLA archives. The notebooks contain previous Minutes and other MHSLA documentation.</p>	<p>Yvonne Boudreau will provide Maureen with a box of notebooks at the upcoming MHSLA Conference held in Kalamazoo.</p>
<p>5. Treasurer's Report</p> <p>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 8/31/04". <p>This report itemizes the 2004 Conference Income and Expenses such as; vendor Exhibit Fees, Computer Lab Deposit Refund, Logo Design, Special event deposit, Bags and Kaleidoscopes, and a Charter Bus Deposit.</p> <p>Total Debit Conference Expenses for 2004 equals \$3404.75.</p> <p>Total Income – Expenses equal \$-929.75</p> <ol style="list-style-type: none"> 2 . The " MHSLA Treasurer's Report 7/1/04 through 8/31/04". <p>Total Incomes were itemized and included items such as; Conference Income, Vendor Exhibit Fees, Membership Dues, and MISHULS.</p> <p>Total MHSLA income is \$580.00</p> <p>Total Expenses were itemized and included items such as; Debit Board Expenses, Publications Committee, Meals, MISHULS Printing, Stamp for Secretary, MLA Display Fee, and Conference related expenses equal \$2160.70.</p> <p>Total Income-Expenses equal -\$1580.70</p>	

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	<p>Total MHSLA Assets as of 8/31/04 equal \$48,138.69.</p>	
<p>6. Review of Committee Reports</p> <p>Audit</p> <p>Patty Scholl</p>	<p>No Report</p>	
<p>Bylaws</p> <p>Mary Hanson</p>	<p>Mary Hanson reported that the July Motion of adding the "Incorporation" to MHSLA's Bylaws has been handled. On September 13th, 2004, 30 days out prior to the Annual Business Meeting, a mass mailing was sent to the General Membership in order to notify them of the MHSLA Bylaws proposed revisions.</p> <p>As a premise to discussing the issue of the language contained in Bylaws Article III B 3, Mary Hanson reported that she has received two shipping boxes that contain almost all of the current Parliamentary procedure books the in <i>Roberts Rules of Order</i> series that were available through Amazon.com.</p> <p>Joan Emahasier explained that at the last Board Meeting she charged the Bylaws Committee to come up with language to better clarify Article III B 4.</p> <p>Joan Emahiser stated that the language recommendations that the Bylaws Committee posted to the Listserv on 9/08/04 in the effort of fulfilling their assigned charge, should not be treated as a "Motion". The Bylaws Committee Chair posted the proposed language to the discussion list because of the timeliness involved in presenting any Bylaw changes to the General Membership 30 days prior to the Annual Business Meeting.</p> <p>As a result of the listserv posting, three business days of electronic discussion emerged.</p> <p>It should be noted that during the process of the electronic discussion on this issue, it</p>	

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	<p>was determined by the Publication and Technology Committee Chairs that the email voting guidelines stated in the MHSLA Bylaws were grossly inadequate as several technical issues were identified. Acting in the President's absence, President Elect Jennifer Barlow postponed voting and further electronic discussion until the September 21st Board Meeting.</p> <p>The Board Members remained in disagreement over how to handle Article III B 4.</p> <p>Additionally, the Motion that was posted to the MHSLA Listserv on 9/10/04 by Lea Ann McGaugh and tabled until the September 21st, 2004 Board Meeting was ruled "out of order" by President Joan Emahiser on 9/21/04.</p> <p>The Board continued debating the issue at the September Board Meeting with most members presenting their concerns.</p> <p>Joan Emahiser called for a consensus opinion over whether MHSLA should contact our lawyer concerning the issue. It was agreed upon that MHSLA would contact Gary Bender for his professional opinion and legal advice.</p> <p>Additionally, Joan Emahiser reverted the issue back to the Group Purchasing Committee for further discussion with a goal of presenting any Bylaw change on this issue to the General Membership in 2005.</p>	
<p>Conference Planning</p> <p>Local Arrangements</p> <p>Jennifer Barlow</p>	<p>Jennifer Barlow reported that her Committee is "ready" for the 2004 Conference held October 13-15, 2004.</p> <p>Registration started slow but has picked up considerably.</p> <p>A publicity email went out to the listserv.</p> <p>Based on the room reservations secured at the Radisson Hotel in Kalamazoo, the Hotel Conference rate/price goal has been reached.</p> <p>11 Vendors have been secured and \$3300 has been promised in vendor contributions to</p>	<p>Publicity Chair will send out a reminder email to listserv.</p>

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	<p>date.</p> <p>Annual Reports from all Committees and Local Representatives are due on September 24th to Arlene Weismantel. Members can send documents through the email as a word document.</p> <p>Local Arrangement Publicity chair will send periodic email reminders to all MHSLA Members in order to remind Membership to print out all annual reports from the MHSLA website prior to coming to the Conference.</p>	
<p>Education</p> <p>Cathy Eames</p>	<p>Cathy Eames reported that MLA teleconference will be presented on September 22, 2004 and is titled " the Art and Practice of Electronic Journal, Book, and Database Licenses: Practical Tips for Health Care Organizations" . Four sites will participate.</p> <p>It was suggested that MHSLA's role within the registration process for the MLA teleconference needs to be re-clarified. Main issues to be addressed include: the process in which the MHSLA Membership is informed about teleconferences; whether MHSLA and the Education Committee need to be involved in the coordination of the various statewide site location selection process.</p> <p>Arlene Weismantel suggested that after the GMR teleconference site selection process is completed, MHSLA could offer to sponsor an interested site which had not been selected / sponsored by the GMR.</p> <p>Twelve applications were submitted for the MHSLA Annual Education Conference. The three winners include:</p> <p>Student Scholarships - Poonam Prasad, WSU; Mallanye Lackey, U of M.</p> <p>Membership Scholarship - Susan Wischman, Munson Healthcare.</p> <p>Seven poster presentations have been accepted for Conference exhibit and will also be listed in the final program.</p> <p>The Conference Planning Committee will address questions over how to apply conference fees to speakers, panel participants and poster presenters. These questions</p>	<p>Mike Simmons w contact Educator CE Coordinator for MLA, Kathy Gayc Combs, for the projected yearly schedule of MLA teleconferences.</p>

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	<p>were referred by the Ed. Committee.</p>	
<p>Membership Susan Kendall</p>	<p>Susan Kendall reported that as of fiscal year 2004, MHSLA has 77 Institutional Members and 92 Personal Members. In 2003 MHSLA had 97 Institutional and 104 Personal Memberships. Consortia arrangements were identified as a possible predictor for the distinct change in membership types.</p> <p>Susan Kendall posed the question of Membership Pricing to the Board. Do we want to raise dues? The Board was in unanimous agreement to leave the pricing as is at \$45.00 for Institutional and \$15.00 for Personal.</p> <p>Mike Simmons stated that MHSLA dues have not been raised in the past ten years and noted that this was outstanding considering the huge increase in Member services and benefits.</p> <p>Susan Kendall was asked to write a paragraph about the pricing for the MHSLA Newsletter.</p>	<p>Susan Kendall will write a paragraph about the Membership pricing of MHSLA for <i>MHSLA News</i>.</p>
<p>Nominating Michael Simmons</p>	<p>Mike Simmons reported that the MHSLA Ballots were mailed out in accordance with the MHSLA Bylaws. Return Ballots must be postmarked by 9/24/04 to be counted.</p> <p>Mike Simmons reported that President Joan Emahiser must appoint at least two MHSLA members to the Elections Committee by 10/04/04 – 10/11/04.</p> <p>Results from the Ballot count will be submitted to the President no later than four days prior to the Annual Business Meeting. Any MHSLA Member is invited to witness the ballot count.</p> <p>Great attention to detail was given to the creation of and the mailing process of the MHSLA ballots. Several steps were taken in order to ensure accuracy and authenticity. A list of recommendations will be submitted to the MHSLA Board for future consideration of the election processes and procedures. The Nominating Committee will also submit a</p>	<p>Joan Emahiser will appoint at least two MHSLA Members to the Election Committee by 10/04/04.</p>

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	<p>set of guidelines for future use.</p> <p>Contrary to the current procedure of not including a return envelope, in the future, a return envelope will be included within the Ballot envelopes.</p>	
<p>Publications</p> <p>Arlene Weismantel</p>	<p>Arlene Weismantel reported that the Committee has published issue number 76 of the <i>MHSLA News</i>. The newsletter was mailed to the membership as well as being posted to the MHSLA website.</p> <p>The MHSLA website was updated and Conference related materials were also posted to the website (not annual reports).</p> <p>The MHSLA electronic discussion list has been diligently maintained.</p> <p>It was deemed that the following text warranted a "cut and paste" from the original Publications Committee Chair report so that it could be read / acknowledged in it's complete context.</p> <p>It reads as follows:</p> <p>The MHSLA Board has attempted to conduct business through the Board's electronic discussion list in the past month. This attempt has highlighted some technical problems that directly affect the ability of the Board to successfully transact business. Mike Simmons, the list manager, has reported error messages indicating that Board members did not receive all messages pertinent to the business being discussed. These error messages indicated that the President-Elect, who was acting as President because the President was out of the country, did not receive the entire discussion of the issue. In addition, the Mid-Michigan representative did not receive all messages pertinent to the issue at hand. These problems were based at the Board members' home institutions, were erratic, and were not under the control of the list manager. When a Board member is unable to attend a Board meeting in person, they understand that their vote will not be recorded. This is not the case with e-mail voting. A Board member's vote may not be recorded because they did not receive the appropriate messages, but they may have had passionate feelings about the issue being discussed and feel that decisions were made inappropriately in their absence. The Board needs to revisit the appropriateness of transacting business through the discussion list to avoid future misunderstandings.</p>	

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	<p>In addition, the rules governing business via electronic discussion list explicitly state that business will be conducted via the Board list, not through members' personal e-mail distribution lists. Since the list does not permit e-mail attachments, Board members have inadvertently replied to e-mail with attachments, therefore using personal e-mail distribution lists to conduct business. This can be problematic because personal lists may not always be accurate and error messages do not reach the list manager.</p> <p>Arlene Weismantel, Publications Committee Chairperson Committee Members: John Coffey, Susan Kendall, Michael Simmons</p> <p>The Board decided not to use the Email Voting procedures adopted in 2001. Jennifer Barlow will review the process in the near future.</p> <p>Mike Simmons asked Board Members to be cautious when sending out email to the listserv using personal email address books. This process is frequently done when attaching a document. Mike warned that not all Board Members are receiving these emails. Mike Simmons will redirect this email to the Board Listserv.</p>	
<p>Research Lea Ann McGaugh</p>	<p>Lea Ann McGaugh submitted an update on the Final Report for the NLM Ariel Grant which is in the process of being written by the grant originator.</p> <p>It was reported that the MHSLA Research Committee's report on the Ariel Survey will be quoted extensively. The report will also be included within the Final Report when it is submitted to NLM.</p>	
<p>Resource Sharing</p>	<p>No Report</p>	
<p>Technology Michael Simmons</p>	<p>No Report</p>	

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<p>7. Regional Group Reports</p> <p>ERHSLA</p> <p>Doris Blauet</p>	<p>Doris Blauet reported that ERHSLA met to review ERHSLA's contract with OVID Technologies.</p>	
<p>GMR Regional Council</p> <p>Barb Platts</p>	<p>Barb Platts reported that beginning in September 2004, the GMR changed the process for forwarding emails. The GMR no longer requires state reps to forward the GMR messages to their respective listservs. The GMR has decided that the GMR will directly forward messages to the state listservs.</p> <p>In September, the Regional Advisory Council (RAC) Technology Committee met in Chicago for the annual meeting. The Committee reviewed the past years activities including; the Technology Awards presented in January; the GMR's role in addressing the technology needs of the Members; the upcoming Technology Forum at the Midwest Chapter of MLA; the Health Web Report; technology trends; and the review of 6 Technology Improvement Awards.</p>	
<p>MDMLG</p> <p>Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski reported that the MDMLG program year began September 9 and was hosted by Gayle Williams. Dee Callaway of DALNET gave a presentation on Grant Writing. James Hilton of U of M gave a presentation on "copyright in the Digital Age".</p> <p>MDMLG has instituted a new general and board meeting schedule.</p> <p>Below please find the schedule for MDMLG's activities :</p> <p>June 23 – Transitional board meeting –VA Hospital, Detroit September 9 -- Board Meeting (AM) and General Meeting (PM) Bi-County, Warren (see above for details) Nov. 9 -- Board Meeting @ VA Hospital -- Detroit Dec. 2 -- General Meeting @ Henry Ford Hospital Detroit. Program will include a brown bag presentation and hands-on by the American Heart Association concerning the use of Automatic External Defibrillator (AED), followed by a program entitled, "The Impact of Changing Population Upon Health Status and Health Services Delivery" by</p>	

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	<p>Gary Petroni, Southeastern Michigan Health Association. Spring 05 -- Program (should be at least 1 CE program) -- To Be Announced March & May, 2005 – Board Meetings -- To Be Announced. June 16 --Summer luncheon general meeting and program Note: 2-3 CEs are presently being investigated for '04/'05.</p> <p>Additionally, MDMLG is in the final stages of creating a yearly scholarship to a WSU student in the LIS Program who specializes in Health Sciences Librarianship.</p> <p>Salary and Benefits Committee is tallying results and will publicize the result to the website.</p> <p>The September newsletter has been posted to the Website.</p>	
<p>MMHSL John Coffey</p>	<p>John Coffey reported that MSU will be hosting the MLA teleconference. The next scheduled meeting for MMHSL is September 24th.</p>	
<p>NMHSLA Susan Wischman</p>	<p>Susan Wischman reports that the Local Arrangements Committee for 2005 Conference is planning the Conference. Also, a universal outline of all conference details is being created as the process unfolds to be used as a guideline for future Local Arrangement Committees.</p> <p>The Department of Library Services has received a \$10,000 GMR Award to fund the Access to Health Information project. PC's will be installed in the Munson Medical Center public lobbies and waiting areas. Constituents will be able to research health topics on the PC's that will direct them to select Consumer Health websites.</p> <p>Munson Medical Center will be sponsoring the MLA teleconference.</p>	
<p>UPHSLA Linda Winslow</p>	<p>No Report</p>	

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<p>WMHSLA Maureen Watson</p>	<p>Maureen Watson reported that the Local Arrangements Committee will meet on September 22, 2004 at Ferris State University in Big Rapids.</p> <p>They will discuss vendor support and programming details. The final "Program" will contain the names of poster participants.</p> <p>Mary Jo Wyels and Lois Huisman are collecting items for the registration bags.</p> <p>It was also reported that the Local Arrangements is making changes to the guidelines in the effort to assist future planners of the annual Conference.</p> <p>Ferris will host the MLA Teleconference.</p>	
<p>8. Ad Hoc Group Purchasing and Grants MLC update Joan Emahiser</p>	<p>MLC update - Joan Emahiser reported that a meeting between MHSLA and MLC took place.</p> <p>Jennifer Barlow reports that a new contract with Stat! Ref was reviewed. MHSLA 's name will not be listed on the contract. The contract is between MLC and Teton Data.</p> <p>MHSLA will remain as the Collection Development arm for Stat!Ref's resources.</p> <p>Any institution that would like to participate in the consortia agreement needs to be a MHSLA member. Public libraries are also eligible.</p> <p>The participants will collaboratively pay the .05% of the handling fee.</p> <p>MLC will notify Stat!Ref that MHSLA is not satisfied with the interface.</p> <p>To participate in Stat!Ref, an institution must be an MLC member. In order to be an MLC member, an institution must be a library.</p> <p>Jennifer Barlow asked whether MHSLA would like to consider this membership limitation for MHSLA as well.</p> <p>Sandy Swanson stated that in order to receive a 25 % price discount we must purchase</p>	

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	<p>new Stat!Ref titles in the near future. A message will be sent to the Board Listserv.</p>	
<p>Policy and Procedure Documents</p>	<p>Joan Emahiser submitted a report titled the "Group Purchasing Committee". This two page report outlines guidelines for the newly created Committee and will be presented to the General Membership at Conference. The Ad Hoc Committee will review new guidelines in the future.</p>	
<p>Resolution of Committee and Name Change</p>	<p>Joan Emahiser moved to dissolve the current Committee and Charge of Ad Hoc Group Purchasing and Grants Committee. Susan Wischman seconded the Motion. Motion carried.</p> <p>President Joan Emahiser appointed a new Group Purchasing Ad Hoc Committee. The Committee shall include Joan Emahiser, Mike Simmons, Arlene Weismantel, Jennifer Barlow and Sandy Swanson.</p> <p>The Committee is charged with creating the charge and guidelines for the standing committee. It is intended for the Group Purchasing Committee to become a standing committee and it is charged with the purpose of facilitating group purchases of products and or services for interested MHSLA members.</p> <p>Bylaws changes and Board approval will be warranted in order to officially create the new standing committee.</p> <p>The new Committee will be recommended to the General Membership in 2005.</p> <p>Mary Hanson recommended a new process guideline that all Bylaw changes should be submitted no later then the May Board Meeting. In this fashion the Board can approve any purposed Bylaw change at the following July Board Meeting. This will provide enough time for Bylaws Committee to present to General Membership 30 days prior to the Annual Business Meeting.</p>	<p>All Bylaw Chang will be submitted the May Board Meeting in order to allow enough time receive Board approval and 30 days to present to</p>

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		General Membership.
<p>Ad Hoc Advocacy and Outreach</p> <p>GMR Exhibit Award</p>	<p>Ad Hoc – GMR Exhibit Award - Chris Allen, Joan Emahiser, and Barb Platts. This group Committee is creating posters, a slide show, a tri-fold brochure and postcard; and will include an NLM Connecting Poster.</p> <p>Arlene Weismantel, Mike Simmons, and Joan Emahiser are creating a MHSLA Brochure.</p> <p>Janet Zimmerman asked if other MHSLA libraries be marketed as well. It was suggested that a brochure be created to list libraries housing a consumer health section.</p> <p>Joan Emahiser mentioned that the GMR Grant does not cover other expenses incurred by our three MHSLA representatives who will man the exhibit at the MLA Conference held at the Grand Traverse Resort in Traverse City.</p> <p>Sandy Swanson moved that MHSLA cover all business expenses (not covered by the GMR Grant) experienced by MHSLA reps who will be attending the MLA Conference held at Grand Traverse Resort in Traverse City in October of 2004. MHSLA Representatives include, Jennifer Barlow, Barb Platts, Chris Allen, and Joan Emahiser. Doris Blauet seconded the Motion. Motion carried.</p>	<p>A handout listing Libraries that hav consumer health section will be created. A relate listserv message will be posted to MHSLA listserv.</p>
<p>MLA Affiliate Membership</p>	<p>Joan Emahiser asked the Board if MHSLA should consider being an Affiliate Member of Michigan Library Association.</p> <p>It was discussed that the benefits of this membership may include collaboration with public libraries and better rates for a MHSLA representative attending a MLA Conference and access to the MLA website Membership section.</p> <p>It was suggested that guidelines for joining other library Associations should be developed that would highlight various selection criteria for joining potential association and the purpose of joining.</p>	

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<p>Old Business</p> <p>Committee Procedures Update</p>	<p>Joan Emahiser reported that the Committee Procedures Manual is still "in process" and will be completed before the transfer of presidency.</p>																							
<p>Committees and Meeting Schedule</p>	<p>Jennifer Barlow, in her role as incoming President, submitted the report " MHSLA 2004-2005 Committee Chairs. This report also included the dates for the upcoming Board Meetings. The report reads as follows:</p> <table data-bbox="474 540 1392 938"> <tr> <td>Audit</td> <td>Patty Scholl</td> </tr> <tr> <td>Bylaws</td> <td>Mary Hanson</td> </tr> <tr> <td>Conference Planning</td> <td>Arlene Weismantel</td> </tr> <tr> <td>Education</td> <td>Valeria Long</td> </tr> <tr> <td>Local Arrangements</td> <td>Susan Wischman</td> </tr> <tr> <td>Membership</td> <td>Susan Kendall <i>or</i> John Coffey</td> </tr> <tr> <td>Nominating</td> <td>? (election)</td> </tr> <tr> <td>Publications</td> <td>Arlene Weismantel</td> </tr> <tr> <td>Research</td> <td>Alison Grodzinski Fountain</td> </tr> <tr> <td>Resource Sharing</td> <td>Sandy Swanson</td> </tr> <tr> <td>Technology</td> <td>Michael Simmons</td> </tr> </table> <p style="text-align: center;">MHSLA MEETING SCHEDULE 2004 -2005 Sparrow Medical Building, Lansing</p> <p style="text-align: center;">November 16, 2004 January 18, 2005 March 15, 2005 May 24, 2005 July 19, 2005 September 20, 2005</p>	Audit	Patty Scholl	Bylaws	Mary Hanson	Conference Planning	Arlene Weismantel	Education	Valeria Long	Local Arrangements	Susan Wischman	Membership	Susan Kendall <i>or</i> John Coffey	Nominating	? (election)	Publications	Arlene Weismantel	Research	Alison Grodzinski Fountain	Resource Sharing	Sandy Swanson	Technology	Michael Simmons	
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<p>New Business</p>	<p>Joan Emahiser suggested that we create a strategic five-year plan for MHSLA. We need to decide what our focus will be in the future. "who are we and what are we".</p> <p>Emphasis on Educational opportunities and Group Purchasing will continue to be expanded based on the man power available such as the Stat!Ref volunteer work of Sandy Swanson provided to MHSLA. Will stipends be available in the future for project coordinators?</p> <p>It was suggested that we survey the General Members to have them rank specific interests from 1-5 of importance of what MHSLA can do for it's members.</p> <p>Sandy Swanson reported on Member suggestions for Resource Sharing ideas that could be considered for the following year. A few mentioned were as follows:</p> <p>Virtual Reference Service –</p> <p>Nursing CINHL full text source –</p> <p>Full text Lippincott package without OVID interface –</p>	
<p>Next meeting Agenda Items</p>	<p>Transitional Meeting to be held in November.</p>	
<p>Adjournment Joan Emahiser</p>	<p>Joan Emahiser adjourned the Board Meeting at 1:00am.</p>	