



# MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: November 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 – Jennifer Barlow, President-Elect – Arlene Weismantel, Secretary - Yvonne Boudreau, Treasurer – Marilyn Dow, Arc Maureen Watson, Immediate Past-President – Joan Emahiser.

**Standing Committee Chairs:** Audit - Patty Scholl, Bylaws - Mary Hanson, Education- Valeria Long, Local Arrangements – Arlene Weismantel, Membership - Susan Kendall, Nominating, Misa Mi, Publications - Arlene Weismantel, Research –Allison Fountain, 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 – Eleanor Lopez.

All Motions are indicted in **bold**

Topic:	Conclusions/Recommendations/Actions:	Action Assignment:
<b>1. Call to Order</b> <b>Jennifer Barlow</b>	The MHSLA Board meeting was called to order on November 16, 2004 at 10:10a.m. by President Jennifer Barlow. The meeting was held at Sparrow Hospital located in Lansing.	
<b>2. President's Remarks</b> <b>Jennifer Barlow</b>	Jennifer Barlow welcomed all those in attendance to the new fiscal year of the MHSLA Board Business.  As the new incoming President, Jennifer presented her guidelines or "code of conduct" for Board Meetings. The guidelines were borrowed from her daughter's 3 <sup>rd</sup> grade class	

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	<p>and are as follows: truth, trust, personal best, active listening, and no put-downs.</p> <p>Jennifer stated that she has been studying parliamentary procedure. As a result, the following rules were identified: the President will not vote unless it is required to break a tie; no Motions will be initiated from President but instead will be solicited from the Board Members.</p> <p>Also, although informality is welcomed within the Board Meetings, Parliamentary procedure will be readily adhered to during controversial issues.</p> <p>Committee Procedures Manual has been turned over to Jennifer from Past President Joan Emahiser. The Manual is almost complete and will soon be posted to the website in order to assist with the "transfer of knowledge" obtained throughout each respective MHSLA Board position.</p> <p>Jennifer has contacted MLC and requested that MHSLA be able to use MLC's address for a permanent address. This will be helpful when applying for grants or to list in the MHSLA brochures, etc.</p> <p>Jennifer also requested that MLC become the permanent location for future Board meetings. This initiative will be handled as a "trial run" in order to assess the telecommunication systems and catering. Jennifer stated that this initiative was in no way a reflection of dissatisfaction with Sparrow's facilities, but rather a way to put MHSLA on firmer footing organizationally.</p> <p>Please email all reports to Jennifer by the Friday before the Board Meetings.</p>	
<p><b>3. Approval of Minutes</b></p> <p><b>Yvonne Boudreau</b></p>	<p>Yvonne Boudreau identified the suggestions made by Board Members for corrections to the previous meeting's Draft Minutes.</p> <p><b>Mike Simmons Motioned that the Minutes be approved upon completion of the fore stated corrections. Doris Blauet seconded the Motion, Motion carried.</b></p>	<p><b>Yvonne Boudreau will make corrections and email Minutes to Mike Simmons.</b></p>
<p><b>4. Archivist's</b></p>	<p>Maureen Watson reported that acid free boxes were purchased and will be used to store</p>	

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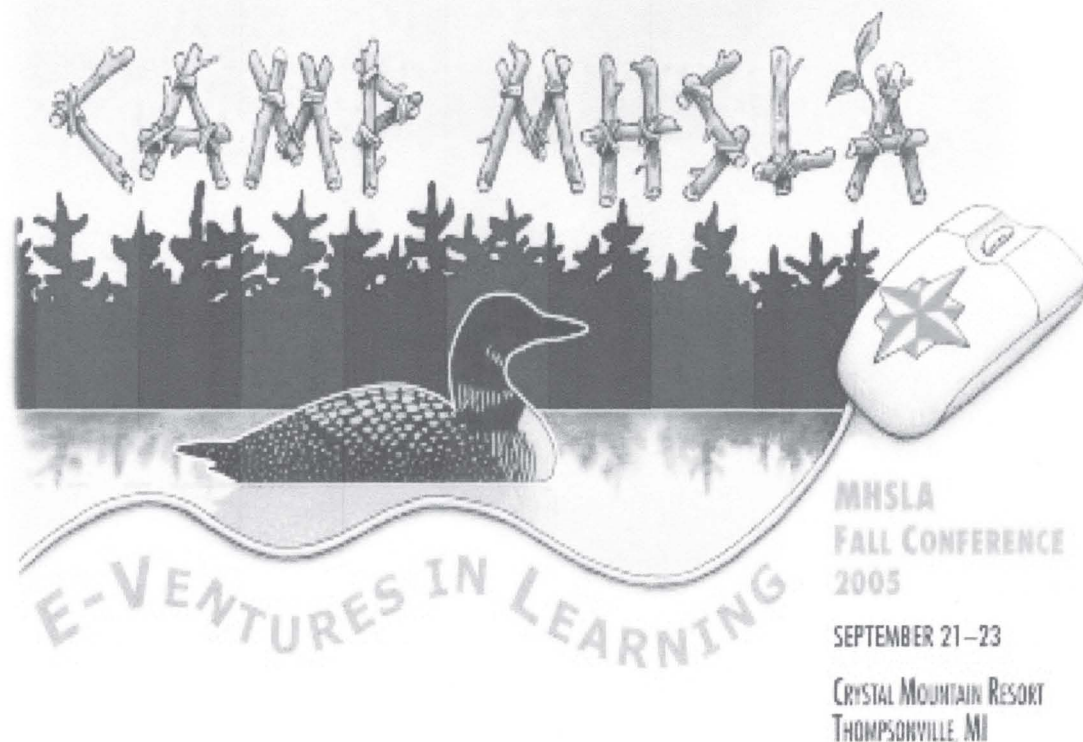
<p><b>Report</b> <b>Maureen Watson</b></p>	<p>MHSLA photographs. Photo albums will be purchased later this year. Four rolls of film were taken at the MHSLA Conference as well as several digital photos. Pictures were taken of all the out-going and in-coming officers.</p> <p>The purchase of a memory stick to be use for MHSLA business and incollaboration with Maureen's personal digital camera was discussed.</p> <p>It was reported that the Archive poster that was presented at the Annual Conference was very well received.</p> <p>Maureen will submit photos to the webmaster in the near future.</p>	
<p><b>5. Treasurer's Report</b> <b>Marilyn Dow</b></p>	<p>Marilyn Dow / Janet Zimmerman submitted two reports:</p> <ol style="list-style-type: none"><li>1. The "<u>2004 MHSLA Conference 10/1/03 through 10/31/04</u>".</li></ol> <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 equal \$5287.71.</p> <p>Total Income – Expenses equal \$8877.29.</p> <ol style="list-style-type: none"><li>2 . The "<u>MHSLA Treasurer's Report 9/1/04 through 10/31/04</u>".</li></ol> <p>Total Incomes were itemized and included items such as; Conference Income, Vendor Exhibit Fees, Registration Fees, Total Conference 2004 Income.</p> <p>Total MHSLA income is \$12,470.00.</p> <p>Total Expenses were itemized and included items such as; Board Expenses, Archives, Book Purchases, Meals, Teleconference Fees, MLA Display Fee, and other Conference related expenses which in total equal \$2918.35.</p>	

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	<p>Total Income-Expenses equal -\$9551.65.</p> <p>Total MHSLA Assets as of 8/31/04 equal \$57,690.34.</p>	
<p><b>6. Review of Committee Reports</b></p> <p><b>Audit</b></p> <p><b>Patty Scholl</b></p>	<p>No report</p>	
<p><b>Bylaws</b></p> <p><b>Mary Hanson</b></p>	<p>Mary Hanson reports that she is in the process of incorporating the previously approved Bylaw revisions to the Bylaws original document.</p> <p><b>Maureen Watson Motioned that MHSLA reimburse Mary Hanson's out-of-pocket expense of \$60.00 which she has spent on parliamentary procedure reference books. Sandy Swanson seconded the Motion. Motion carried.</b></p>	
<p><b>Conference Planning 2004</b></p> <p><b>Arlene Weismantel</b></p>	<p>Jennifer Barlow reports that the budget figures from the 2004 Conference are almost completed. It is projected that MHSLA will be approximately \$9,500 or less in the red from the Conference. Because MHSLA subsidized this amount, the Education Committee was able to secure "big names" for speaker and were also able to fly the speakers in from various locations throughout the U.S.</p> <p>Conference Evaluations will be circulated. The Evaluations from the Conference attendees were very good.</p> <p>The WSU Annual Conference scholarship recipient sent a thank you note to MHSLA.</p>	

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<p><b>Local Arrangements</b></p> <p><b>Susan Wischman</b></p>	<p>Susie Wischman reports that the new 2005 MHSLA Conference logo has been posted to the website. (see below for actual image)</p> <p>The date for the Conference is September 21 – 23, 2005. The Committee is securing sponsorship and vendors as well as organizing the special event.</p> <p>The Committee is waiting for the Education Committee to secure speakers for the various sessions.</p> <p>Mike Simmons stated that MHSLA should decide a course of action for when, why and how much, each Education Conference will be subsidized.</p> <p>Jennifer Barlow stated that since MHSLA is non-profit, and since a profit was made from the last two MHSLA Conferences, the MHSLA Board decided to subsidize a percentage of the 2004 Conference. MHSLA cannot subsidize the Conference every year.</p>	
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-2005 Annual Education Conference Logo-

**Education**

**Valeria Long**

Valeria Long reports that the Committee will be meeting in early December to discuss Conference programming. Budget concerns were expressed. Valeria stated that until a budget dollar amount is identified, the Committee could not tap names for guest speakers for Annual Conference.

Additionally, a spring support staff educational event is being planned.

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	Please send any suggestions for educational programming to Valeria Long.	
<b>Membership</b> <b>Susan Kendall</b>	John Coffey reported for Susan Kendall. Renewal forms will be mailed in the near future. The form repeats the information managed by the MHSLA Membership Database.	
<b>Nominating</b> <b>Misa Mi</b>	No report.	
<b>Publications</b> <b>Arlene Weismantel</b>	Mike Simmons reported for Arlene Weismantel. In preparation for the position of President-Elect, Arlene reports that she has resigned from the Ad-Hoc Committee on Outreach and Advocacy and from the Group Purchasing Committee.  Additionally, Mike Simmons has taken over the Webmaster responsibilities.  January 16, 2005 is the deadline for the MHSLA newsletter.	
<b>Research</b> <b>Alison Fountain</b>	Alison Fountain reports that new projects are being sought.	
<b>Resource Sharing</b> <b>Sandy Swanson</b>	Sandy Swanson stated that ideas for resource sharing be sent to her for further evaluation by the Committee.  Betty Marshall and John Coffey have been approached by GMR/ NLM who is promoting a program that distributes duplicate copies of book titles to hospitals that may not have the means to support a library. Criteria for fairness of sharing the resources will be developed.  Volunteers for two MELCAT committees are being sought. The Committees are cataloging and resource sharing.	

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<p><b>Technology</b> <b>Michael Simmons</b></p>	<p>No report. Mike Simmons will explore NetMeeting as a means to telecast the board meetings.</p> <p>Also, the notion of a maintaining a MHSLA Board Blog will be explored.</p>	
<p><b>7. Regional Group Reports</b> <b>ERHSLA</b> <b>Doris Blauet</b></p>	<p>No report.</p>	
<p><b>GMR Regional Council</b> <b>Barb Platts</b></p>	<p>Barb Platts reported that the GMR/MHSLA display was exhibited at the 2004 Michigan Library Association Conference at the Grand Traverse Resort in Acme on October 27-29, 2004. A reimbursement award from the GMR funded the exhibit with supplemental funding provided by MHSLA.</p>	
<p><b>MDMLG</b> <b>Marilyn Kostrzewski</b></p>	<p>Marilyn Kostrzewski reports that December 2 is the next MDMLG meeting date.</p> <p>An annual WSU LIS Health Sciences student scholarship is being finalized. A joint conference in 2008 between Midwest MLA and MHSLA is being discussed.</p> <p>The Board discussed the challenges involved in co-sponsoring an Education Conference.</p> <p><b>Doris Blauet Motioned that ERSLA and MDMLG Conference year designations be swapped for the year 2007 and 2008. MGMLG will host 2008. ERSLA will host in 2007. Marilyn Kostzewski seconded the Motion. Motion passed.</b></p>	



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<p><b>MMHSL</b> <b>John Coffey</b></p>	<p>No report.</p>	
<p><b>NMHSLA</b> <b>Susan Wischman</b></p>	<p>Susan Wischman reported that the Department of Library Services at Munson Healthcare received the 2004 National Committee on Library and Information Science Award for Consumer Health for the state of Michigan.</p> <p>The possibility of a merger between the NMHSLA and the UPHSLA group is being discussed.</p>	
<p><b>UPHSLA</b> <b>Linda Winslow</b></p>	<p>No report</p>	
<p><b>WMHSLA</b> <b>Eleanor Lopez</b></p>	<p>Eleanor Lopez reported that the WMHSLA group is recovering from hosting the 2004 MHSLA Conference.</p> <p>A post conference meeting was held on November 10<sup>th</sup> to discuss the good, bad and unexpected lessons of the conference which will be passed to the next group of conference planners.</p> <p>New officers were also elected.</p>	
<p><b>8. Ad Hoc Group Purchasing and Grants</b> <b>Joan Emahiser</b></p>	<p>Joan Emahiser submitted the document "Group Purchasing Committee Draft 4. This document identifies the Charge, Objectives and Participant guidelines.</p> <p>It was decided that Group Purchasing would discuss the document further and return with questions for the Board.</p> <p>The Board discussed the process of securing a new product for group purchasing. Mike Simmons initiated a discussion of "who has the authority to negotiate contracts for MHSLA".</p>	

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	<p>Mary Hanson suggested that it would be great to have a Brandon Hill list for electronic resources.</p> <p>Mike Simmons stated that as Technology Committee Chair, he would begin compiling a Brandon Hill list of electronic resources.</p>	
<p><b>Ad Hoc Advocacy and Outreach Committee</b></p> <p><b>Exhibiting at MLA</b></p> <p><b>Joan Emahiser</b></p>	<p>Joan Emahiser reported that Arlene Weismantel had created a brochure and bookmark for MHSLA which was well received at the MLA Conference.</p> <p>Lynda Baker suggested a student rate for Conference fees. The current Local Arrangements Committee will decide this issue.</p> <p>Mike Simmons suggested that MHSLA create a list of libraries that are willing to host student practicums.</p> <p>Joan reminded the group that a Chairperson is needed for the Ad Hoc Advocacy and Outreach.</p> <p>Criteria for the "Librarian of the Year Award" needs to be developed by this committee.</p> <p>Joan Emahiser suggested that an image of the MHSLA bookmark be posted to the website and used as a hyperlink for "Advocacy and Outreach". She also suggested that the list of Consumer Health Libraries located in Michigan be added as a link as well as the list of libraries that are willing to host student practicums.</p>	
<p><b>Old Business</b></p> <p><b>Committee Procedures Update</b></p> <p><b>Joan Emahiser</b></p>	<p>Committee Procedures are still being collected and put into a uniform format. Joan Emahiser will transfer the notebook to Jennifer Barlow.</p>	

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<p><b>New Business</b></p> <p><b>Strategic Planning Committee</b></p> <p><b>Joan Emahiser</b></p>	<p>This committee was formed as a result of the General Membership Meeting held last year.</p> <p>The Committee members include Marilyn Kostrzewski, Marilyn Dow, Diane Balint, and Marge Kars.</p> <p>As former MHSLA President, Joan Emahiser will preside over this Committee.</p>	
<p><b>Remunerating poster presenters</b></p> <p><b>Barb Platts</b></p>	<p>Barb Platts suggested that the Board consider providing honorariums to people who present posters in the MHSLA Conferences. This would help increase participation.</p> <p>Barb suggested that because the compilation of a poster takes equally as much time in preparation as needed to teach a Session, perhaps they should be compensated as well.</p> <p>Maureen Watson mentioned that perhaps poster presenters could receive free registration for the day that they present their poster.</p> <p>Arlene Weismantel stated that since the quantity of posters submitted per Conference has been adequate in the past, an incentive is not needed. It was concluded that the Conference Planning Committee would discuss this issue further and report back to the Board.</p>	
<p><b>Report on MLC Annual Meeting</b></p> <p><b>Jennifer Barlow</b></p>	<p>Jennifer Barlow reported the MLC meeting focused on Systems and Technology. The keynote speaker was Marshall Breeding from Vanderbilt.</p> <p>Randy Dykhuis reported to the MLC membership that one of their accomplishments for the year was that they formed closer ties with MHSLA.</p> <p>Two other items were added to the agenda -</p> <ol style="list-style-type: none"> <li>1. Jennifer Barlow requested the Committee member begin preparing budgets – please submit soon.</li> <li>2. Phone tree – please review information for accuracy. It was identified that the current structure of the phone tree would cause several people to incur long distance expenses.</li> </ol>	

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	Jennifer stated that she would re-structure the phone tree and send it out via email.	
<b>Adjournment</b> <b>Jennifer Barlow</b>	September Board Meeting will be held on September 13, 2005 - One week prior to the Annual Conference held in Traverse City.  Jennifer Barlow adjourned the meeting.	