



MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

MEETING MINUTES: January 19th, 2004 MHSLA Executive Board Meeting
10:00 a.m. to 11:50 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 – LeaAnn 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** GUEST: **Patricia Lacerna**, who is affiliated with Sparrow and WSU.

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 January 19th, 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.	

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<p>3. Approval of Minutes</p> <p>Yvonne Boudreau</p>	<p>The November Minutes were approved. The stated corrections will be made and will replace the draft copy already posted to the MHSLA website.</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>4. Archivist's Report</p> <p>Maureen Watson</p>	<p>Maureen Watson submitted a written report entitled "Guidelines for MHSLA Archives". Anyone submitting material into the Archives is encouraged to read this document. Maureen Watson stated that she has begun to date stamp each new item as it arrives.</p>	
<p>5. Treasurer's Report</p> <p>Janet Zimmerman</p>	<p>Janet Zimmerman submitted two reports electronically.</p> <p>1. The first document submitted is titled the; "MHSLA Treasurer's Report 10/01/03 thru 12/31/03 Report"</p> <p>This report itemizes all income and expenses incurred by MHSLA between the dates of September 10 thru December 31st of 2003.</p> <p>The report lists the Total Income as \$22,282.70; Total Expenses is \$18,789.22, Total Income/Expenses is \$3,493.48; Beginning Checking Account Balance is \$36,344.00; Ending Balance for Checking Account is \$39,837.48; 12 month CD is valued at \$11,144.10; Total MHSLA Assets as of 12/31/03 is \$50,981.58.</p> <p>2. The second document submitted is titled the "2003 MHSLA Conference 01/01/03 through 12/31/03 Report".</p> <p>This report itemizes all income and expense incurred as a result of the MHSLA Conference between the dates of January 01, 2003 thru December 31st, 2003.</p> <p>The report lists the Total Income as \$26,955.00; Total Debit Conference</p>	

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	<p>Expenses for 2003 is \$18,807.74; Total Income/Expenses is \$8,147.26.</p> <p>Doris Blauet motioned that the Treasurer's Report be approved pending audit. Marilyn Kostrzewski seconded the Motion, Motion carried.</p>	
<p>7. Audit</p> <p>Patty Scholl</p>	<p>Nothing to report – Audit to be scheduled.</p>	
<p>8. Bylaws</p> <p>Mary Hanson</p>	<p>Mary Hanson reported that she has sent the final corrected revised version of the MHSLA Bylaws to Arlene Weismantel and it has been posted to the MHSLA website.</p>	
<p>9. Conference Planning</p> <p>Jennifer Barlow</p>	<p>Jennifer Barlow reported that the Conference Planning is proceeding and has officially begun in earnest.</p> <p>The special event of the 2004 MHSLA Conference will be the "Three B's - Bagpipes, Belly Dancing and Boogie.</p> <p>The new logo for the 2004 Annual Conference was unveiled. It is titled "A Knowledge Kaleidoscope".</p>	
<p>10. Education</p> <p>Cathy Eames</p>	<p>Cathy Eames reports that the Committee met on November 24th, 2003 and brainstormed for ideas for the Annual Conference and the support staff training class to be held later this year.</p> <p>Greg Notess of the state of Montana is the target keynote speaker. Some MHSLA members have witnessed some of his other presentations and from this, deemed him to be very well liked and knowledgeable. He will be presenting a "Search engine showdown" as well as a CE class. His fees are approximately</p>	

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	<p>\$2000.00. (It was explained that based on the evaluations from previous MHSLA Conferences, more money will be spent on speakers this year.)</p> <p>Also, Leslie Behm will teach a class on MeSH for support staff at Central Michigan University on May 19, 2004.</p> <p>Diana Balint is coordinating the NLM Teleconference "Expert Searching" host sites. Three sites in each state that apply will be selected to receive GMR funding for the teleconference registration fee.</p> <p>She is also in the process of creating a database that will keep track of previous hosts sites and possible host sites that already have teleconferencing capabilities. The database will also help to ensure that the geographical locations of sites are widespread.</p> <p>Discussion arose over whether MHSLA could provide additional funding to help host sites pay for the connection fee (which may cost anywhere from \$500 to \$1000 dollars.)</p> <p>Sandy Swanson Motioned that MHSLA approve up to a \$500 dollar grant for connection fees for any library or institution, selected by the Education Committee, that desires to be a host site for the NLM teleconference. Doris Blauet seconded the Motion, Motion carried.</p>	
<p>11. Local Arrangements Maureen Watson</p>	<p>Maureen reports that arrangements for Conference are underway. One suggestion for a CE Class is "Running with the Squirrels" (as opposed to "Running with the bulls"). This program pertains to dealing with administrators.</p>	
<p>12. Membership Susan Kendall</p>	<p>Susan Kendall reports that membership renewals are still coming in as of January 19, 2004. She also presented statistics for the renewals of Personal, Institutional and Personal plus Institutional MHSLA memberships.</p>	

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	<p>She identified a new trend of various institutions becoming MHSLA members simply to participate in Stat!Ref pricing. Often times, the representatives from these institutions are not Librarians or Library Staff. Consequently, Susan Kendall contemplates whether or not this trend will impact a MHSLA voting quorum at Business meetings. It was suggested that an email be circulated to vendors to welcome them to meetings and to remind them of their voting abilities.</p>	
<p>13. Nominating Michael Simmons</p>	<p>Michael Simmons reports that he is reading the manual and coordinating with former Nominating Committee Chair Barb Platts for additional insight into the committee's procedures. He will soon begin to prepare a written draft of procedures for the Nominating Committee.</p>	
<p>14. Publications Arlene Weismantel</p>	<p>Arlene Weismantel reports that she is writing a rough draft for the procedures manual.</p> <p>MHSLA NEWS is in the layout process and due out early February.</p> <p>Arlene Weismantel created the new MHSLA website that was recently rolled out to the members for review. Using a laptop computer and screen, the new website was presented to Board members. A few technical issues were identified and discussed. Arlene Weismantel stated that if any problems or broken links are found, please let her know. The website will be a work in progress. Mary Hanson requested that the pictures of the unidentified people within the website be replaced with pictures of MHSLA Members. Once all the tech issues are worked out, the pictures will be replaced with familiar faces and familiar local buildings.</p> <p>The Board Members express their huge gratitude to Arlene Weismantel for her hard endeavors and continued work on this ongoing project. The website was labeled as "outstanding success!" by the Board members.</p>	

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	<p>The Board ensured that Arlene Weismantel be paid in the amount of \$40.00 for her out-of-pocket expenses which were incurred by downloading the template and pictures used for the development of the website.</p>	
<p>15. Research LeeAnn McGaugh</p>	<p>LeaAnn McGaugh is currently on vacation but has electronically submitted the "MHSLA Ariel Survey Interim Report to the Board".</p> <p>The report lists the chronological order of events related to the mailing of a survey that was sent to the eleven ARIEL grant recipients. Seven surveys were returned and of the seven, only one reports ARIEL as fully operational. Firewall issues and IS Departments have been reported as the major setbacks.</p> <p>A full report to the Board will be presented at the March Board Meeting.</p>	
<p>16. Resource Sharing Sandy Swanson</p>	<p>Sandy Swanson reported that her Committee consists of the following people; Sandy Swanson, Pat Wolfgram, Marge Kars, and Marie-Lise Shams.</p> <p>Also, the SERHOLD report from which MISHULS is created will be run on or around April 5, 2004. All MI DOCLINE participants are included in this report regardless of MHSLA membership.</p> <p>Additionally, ILL activity stats will be gathered as soon as NLM issues the summary reports on DOCLINE.</p> <p>Marge Kars will be the lead person for a couple of surveys that are currently in discussion by the Committee. The two topics of the surveys will be 1.) ILL Technology Issues – ARIEL, and 2.) Group Purchasing - where are the gaps – what do we want. Marge Kars will coordinate with LeaAnn McGaugh in order to make sure duplicated surveys do not exist.</p>	

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<p>17. Technology Michael Simmons</p>	<p>Mike Simmons stated that there is nothing to report.</p>	
<p>18. Ad Hoc Committee on Group Purchasing and Grants Joan Emahiser</p>	<p>Joan Emahiser submitted two comprehensive reports as follows:</p> <ol style="list-style-type: none"> 1. The "MHSLA / MLC meeting held November 18, 2003". This document provides an overview of the discussions and concerns with Stat!Ref and the NLM grant as well as provides general information about MLC's services. 2. The " MHSLA / Murphy, Brenton and Spagnuolo, Gary Bender Meeting Held January 7, 2004". This document provides an overview of the discussions and concerns of several items including Stat!Ref and the process of obtaining "Incorporation" for MHSLA. <p>Sandy Swanson reported on the Stat!Ref project. She reported that 39 Institutions are providing access to 83 sites in MI, Ontario and Ohio. 68.5 shares have been sold as 1/1/04. As well as presenting some statistics, she also lists the projected 2004 Income and 2003 Expenses for additional titles. The projected 2004 renewal price for the Stat!Ref titles (which includes a 5% handling fee to MLC) is \$109,293.</p> <p>Mary Hanson suggested that it would be easier to compile all the new Stat!Ref title offerings and approve them quarterly as opposed to intermittingly approving individual titles as they become available.</p>	
<p>Regional Reports ERHSLA Doris Blauet</p>	<p>Doris Blauet reports that this group has not yet met, consequently, there is nothing new to report.</p>	

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<p>GMR Regional Council</p> <p>Barbara Platts</p>	<p>Barbara Platts reported that GMR emails are being forwarded to the MHSLA listserv. She also reports that she has contacted the Education and Program committee chairs for MDMLG, MHSLA, and WMHSLG in order to include any scheduled events in the 2004 GMR Regional Events Calendar which is available at the following web address; http://nmlm.gov/gmr/calendar/</p> <p>Additionally, the Technology Improvement Award Proposals were reviewed in collaboration with the RAC Technology Committee for the distribution of several \$5000 grants.</p> <p>The GMR is funding 3 sites in Michigan for the March 10th MLA teleconference on "Expert Searching". (Discussed to a greater extent under the Education Committee).</p>	
<p>MDMLG</p> <p>Marilyn Kostrzewski</p>	<p>Marilyn Kostrzewski reported on the activities of MDMLG including the November 19, General Meeting, which was hosted by Sue Skogland.</p> <p>Mircromedex hosted a brown bag lunch for the February 19th MDMLG meeting. Which included a panel discussion on the topic of "Library Professional Education".</p> <p>Diana Balint and the nominating committee are finalizing the slate of candidates for the 2004 elections.</p>	
<p>MMHSL</p> <p>John Coffey</p>	<p>John Coffey reported that a MMHSL meeting was held November 21, 2003. The meeting covered topics such as the meeting time and location; the election of new officers; Bylaw updates; Treasurer's report; report from the CE Program</p>	

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	Committee; MHSLA Local Arrangements for 2006; and the Holiday Celebration.	
<p>NMHSLA Susan Wischman</p>	<p>Susan Wischman reported that the Health Sciences Library at Munson Medical Center is undergoing a renovation to be completed sometime in April.</p> <p>The Department of Library Services at Munson Healthcare is working on developing a new library at Leelanau Memorial Health Center in Northport.</p> <p>Michigan Library Association is holding their 2004 Annual Conference in Traverse City. The staff from the Traverse Area District Library is in charge of the local arrangements.</p> <p>Yvonne Boudreau is currently enrolled in a 10 credit EBM course through the University of North Carolina's Library and Information Science Program.</p>	
<p>UPHSLA Linda Winslow</p>	<p>Linda Winslow reports that the weather is extremely cold up north. Also they have been working on a Health Literacy project. They attended, via satellite, the NLM "Get Hip to HIPAA" videoconference. Additionally, the resource Stat!Ref is very much appreciated. Thank – you!</p>	
<p>WMHSLA Maureen Watson</p>	<p>Maureen Watson reported that WMHSLA will have a meeting at the Baymont Inn on January 27th and will discuss local arrangements and the teleconference location.</p>	
<p>19. Old Business</p>	<p>Joan Emahiser reported that the issue of incorporating MHSLA is on the agenda but has already been discussed. She also reports that the "2003 Conference Final Report" is in process.</p>	

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	<p>LeeAnn McGaugh and Cheryl Putnam submitted a comprehensive report titled the "2003 MHSLA Annual Conference Local Arrangements Committee Final Report" which itemizes all expenses incurred to MHSLA as a result of the 2003 Annual Conference held in Frankenmuth, MI.</p> <p>Also submitted to the Board was the "Education Committee expense Final Report" which reviews the programming evaluations and related expenses from the 2003 MHSLA Annual Conference held in Frankenmuth, MI.</p>	
<p>20. New Business</p>	<p>Marilyn Kostrzewski reported that Toni Janek, President of MDMLG, recently lost a loved one in a plane crash over Peelee Island. All MHSLA Members wish Toni our sincere heartfelt sympathies.</p> <p>Joan Emahiser encourages all Committee Chairs to continue submitting the Committee Procedures.</p> <p>September 23, 2003 Board Meeting minutes have not been approved.</p>	<p>Joan Emahiser will send sympathy card on behalf of MHSLA.</p> <p>Action Statement – All Committee chairs will submit committee procedures at the March 2004 Board Meeting.</p> <p>Action Statement – Yvonne Boudreau will contact Judy Barnes for an e-copy of the September minutes so they can be approved.</p>
<p>21. Next meeting agenda items</p>	<p>Discussion arose concerning the time frame for submitting Committee reports.</p> <p>As a result, the new target deadline for submitting Committee reports electronically will be the Friday prior to the upcoming Tuesday Board Meeting.</p> <p>This new deadline will allow time for Board Members to better prepare for Board</p>	

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	Meetings.	
22. Adjournment Joan Emahiser	President Joan Emahiser adjourned the meeting at 11:50 a.m.	