



Michigan Health Sciences Libraries Association

Affiliated Groups

Flint Area Health
Sciences Library Network

Metropolitan Detroit
Medical Library Group

Mid-Michigan Health
Sciences Libraries

Northern Michigan Health
Sciences Libraries Group

South Central Michigan
Health Sciences Libraries
Association

Thumb Area Medical
Information Consortium

Upper Peninsula Health
Science Libraries
Consortium

Valley Regional Health
Science Librarians

Western Michigan Health
Sciences Libraries
Association

12th ANNUAL EDUCATIONAL CONFERENCE ANNUAL BUSINESS MEETING

Agenda

October 18, 1985

Hilton Inn
Lansing, MI

- I. Call to Order
- II. Standing Rules/Voting Paddles
- III. Minutes of the 11th Annual Business Meeting
- IV. Treasurer's Report
- V. Archivist Report
- VI. Committee Reports
 - Education
 - Legislation
 - Conference Planning
 - Publications
 - Union List
 - Interlibrary Loan
 - Nominating
 - Ad Hoc Membership
 - Ad Hoc Bylaws
 - Ad Hoc Electronic Mail
- VII. Executive Board Decisions
- VIII. Proposed Bylaws Change
- IX. Old Business
- X. New Business
- XI. Invitation to 13th Annual Educational Conference,
1986, in St. Clair, MI
- XII. Election Results
- XIII. Remarks, Outgoing President
- XIV. Presidential Address, Incoming President
- XV. Adjournment



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TWELFTH ANNUAL EDUCATIONAL CONFERENCE
ANNUAL BUSINESS MEETING
October 18, 1985

I. Call to Order

The MHSLA annual Business Meeting was called to order by Leslie Behm, President, at 1:10 pm, October 18, 1985, at the Hilton Inn in Lansing, Michigan.

II. Standing Rules/Voting Paddles

L. Behm read the Standing Rules and explained the use of the voting paddles. She introduced the offices and committee chairs for the past year and thanked them for their support and efforts. She also appointed B. Kormelink as acting Parliamentarian during the business meeting.

III. Minutes of the 11th Annual Business Meeting

D. Keddle moved that the minutes be accepted as presented. B. Rogers seconded and the motion was passed.

IV. Treasurer's Report

N. Powers presented her annual report and reported that MHSLA had 125 paid members in 1984-85. H. Joseph moved that the treasurer's report be accepted as presented. R. Taylor seconded and the motion passed.

V. Archivist's Report

L. Behm read the report in the absence of the archivist. J. Raphaelson moved that it be accepted and M. Kingsbury seconded the motion. The motion passed.

VI. Committee Reports

Education

B. Swegles presented the annual report. H. Joseph moved that it be accepted with the typographical errors corrected. M. Bolanos seconded and the motion passed.

Legislation

There was no report.

(Continued)

Conference Planning

M. Hanson presented the annual report. C. Gilbert moved and J. Bartenstein seconded the motion that it be accepted. The motion passed.

Publications

L. Behm gave a synopsis of the report. Y. Mathis moved that it be accepted. J. Claytor seconded. B. Johnson suggested that the name and address of the Secretary or Treasurer be placed in every issue of the newsletter. She also expressed some concern over the late arrival of the newsletter in the mail. H. Joseph felt that the proposed job description for chairmanship may address some of these problems. The motion was passed.

Union List/Interlibrary Loan

P. Wolfgram and L. Obrzut gave a joint annual report of both committees. They reported that there was an excellent response to the open forum on MISHULS held that morning. Comments during the forum included the suggestion to hold a workshop on interlibrary loan. This suggestion will be routed to the next committee chair. There were also suggestions on improving the list. February 24 is the deadline for the next issue of MISHULS. The new revised ILL form should be available on INTERACT in two weeks. B. Rogers moved that the report be accepted as presented. D. Keddle seconded and the motion passed.

Nominating

L. Sorensen Sutton presented the report. She expressed the hope that all members would seriously consider running for an office in the future. M. Bolanos moved to accept the report. B. Gabhart seconded and the motion passed.

Ad Hoc Membership

L. Mc Gaugh presented the annual report. H. Joseph moved that the recommendations of the committee be accepted and implemented as stated in the report. The motion was seconded and passed. J. Raphaelson moved to accept the report. B. Johnson seconded and the motion was passed.

Ad Hoc Bylaws

The report was given by F. Phillips. N. Powers moved that it be accepted. L. McGaugh seconded the motion and it passed.

Ad Hoc Electronic Mail

D. Keddle presented the report. The committee recommends INTERACT as the system of choice for MHSLSA members. They also recommend that a standing committee on automation

(Continued)

and library technology be established. L. Mc Gaugh moved that the report be accepted and M. Kingsbury seconded it. M. Lansdale asked the committee what factors were involved in choosing INTERACT. D. Kedde explained that it was the system which best suited libraries and was the least expensive. M. Bolanos added that INTERACT was also a Michigan-based system. The motion was voted on and passed.

VII. Proposed Bylaws Change

F. Phillips gave a synopsis of the proposed changes and moved that the changes be accepted as presented. H. Joseph seconded the motion. B. Johnson suggested an editorial change in using the "must" concept as opposed to "may" be considered. The motion was voted on and passed.

IX. Old Business

There was none.

X. New Business

There was none.

XI. Invitation to the 13th Annual Educational Conference, 1986, in St. Clair, MI

H. Joseph extended an invitation to MHS LA on behalf of TAMIC and MDMLG to come to the St. Clair Inn in 1986 for their 13th Conference. L. Behm thanked her for the invitation and welcomed any invitations for 1987.

XII. Election Results

L. Behm announced the election results. The new officers for 1985-86 are Stephanie John, President-Elect, Carole Gilbert, Secretary, and Bill Nelton, Treasurer. The Nominating Committee will be Pat Wolfgram, Chair, Pat Bristol, and Doris Blant.

XIV. Presidential Address, Incoming President

L. Behm thanked all the officers, Board members, and general membership for their support and efforts in the past year. She then turned over the gavel to M. Hanson who spoke to some of the future issues to be addressed by MHS LA.

XV. Adjournment

M. Hanson moved that the meeting be adjourned. M. Lansdale seconded, the motion passed, and the meeting adjourned at 2:00 pm.

Respectfully submitted,

Deborah Adams

Deborah Adams,
Secretary



STANDING RULES
ANNUAL BUSINESS MEETING
OCTOBER 18, 1985

Affiliated Groups

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1. ONLY MEMBERS WILL BE ALLOWED TO SPEAK AT THE ANNUAL BUSINESS MEETING
2. MEMBERS MUST BE RECOGNIZED BY THE CHAIR BEFORE SPEAKING ON THE FLOOR
3. MEMBERS SHOULD ADDRESS THE CHAIR BY IDENTIFYING THEMSELVES: STATING THEIR NAME AND INSTITUTION
4. MEMBERS SHALL USE VOTING PADDLES TO VOTE ON ANY BUSINESS AT THE MEETING



Michigan Health Sciences Libraries Association

ANNUAL TREASURER'S REPORT

September 30, 1984 to October 1, 1985

Affiliated Groups

Flint Area Health
Sciences Library Network

Metropolitan Detroit
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BALANCE, September 30, 1984 \$ 6,751.78
(Corrected from 1984 Annual Report)

INCOME:

Conference, 1984	\$ 970.00	
Conference, 1985	24,478.75	
Dues	12,293.50	
Interest	603.20	
MISHULS - I	4,126.75	
MISHULS - II	100.00	
Miscellaneous	<u>550.73</u>	
Total	<u>\$32,122.93</u>	\$32,122.93

EXPENSES:

Conference, 1984	\$ 8,398.30	
Conference, 1985	2,167.61	
Newsletter & Postage	1,536.23	
MISHULS - I	4,482.47	
Banner	220.50	
Stationery	321.85	
Directory	181.24	
Miscellaneous	<u>445.18</u>	
Total	<u>\$17,753.38</u>	- \$17,753.38

BALANCE, October 1, 1985 \$21,121.33

Norma L. Powers

Norma L. Powers, Treasurer

*Assumed responsibilities and records 2-28-85



Michigan Health Sciences Libraries Association

ARCHIVES - ANNUAL REPORT

Materials relevant to the growth and progress of Michigan Health Sciences Libraries Association, have been gathered and stored since 1981.

It is interesting to note that since then we received a 'Recognition of Exemption' status from the Internal Revenue Service and we became an affiliate of Michigan Hospital Association.

All materials designated 'Archival Materials' should be clearly marked, dated and in original form when possible.

A 'checklist' noting the items which should be placed into the Archives, will be given to all Officers and Committee Chairpersons. It is hoped then that these Officers will send the material to the Archives for safekeeping.

This past year 1984, with a few exceptions, has not been a good year for the Archives, Materials and pictures (if any) have not been received.

It would be to bad to have a gap in the Association's history. Please send all materials as soon as possible.

Respectfully submitted

Helen Howley-Steele
Archivist
MHS LA

1985



St. Joseph Hospital

October 7, 1985

MHSAL EDUCATION COMMITTEE ANNUAL REPORT 1984-85

The Education Committee membership was confirmed by MHSAL President Leslie M. Behm in December 1984. The Committee met in February, 1985 to begin discussion of topics for the Fall 1985 joint MHSAL - MC/MLA Educational Conference.

February 19, 1985:

A list of proposed topics was made and each committee member was assigned topics to develop/explore further. A time frame was set for the Committee's work, and the committee agreed to adhere to it.

Committee Chair, Bonnie Swegles, had telephone conversations with Kay Simpl, representative of MC/MLA regarding MC's involvement with conference planning. Ms. Simpl indicated that the Education Committee of MC/MLA is not involved, but could supply us with Workshop Certificates if we were interested. She suggested that we contact Michelle Klein, MC/MLA President. This was done by MHSAL President-elect Mary Hanson.

Swegles also had a discussion with Pat Pinkowski, GMRMLN, re: the Online Clinic. Pat Pinkowski requested a schedule change from Saturday to Tuesday. Although the Education Committee and the Conference Planning Committee felt that this would pose a hardship on many attendees, it was agreed to change the date for this joint conference.

April 1985:

The Committee met to report workshop development, workshop times and scheduling. A proposed schedule was prepared for presentation to the Conference Planning Committee. The Committee accepted the direction of the Board to begin the Conference with a 'Keynote Speaker'. It was decided that Eugene Prime would be invited to speak. Difficulties in the program were discussed and resolved with Conference Planning Committee advice.

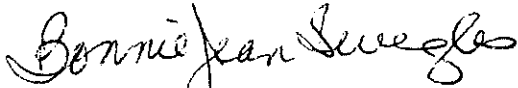
May 13, 1985:

Final reports on workshops were made by Committee members. The Committee was satisfied with their planning and confident that program for the conference was of good quality.

June 21:

Joint meeting with Conference Planning Committee at Hilton Inn, Lansing. Finances and procedures for reimbursement of speakers were finalized. CE credit was applied for.

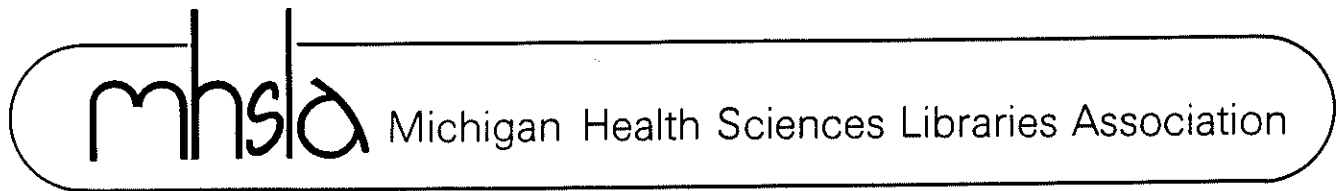
Respectfully submitted,



Bonnie J. Swegles
Chairperson
MHSLA Education Committee

Committee Membership

Janet Everitt - Upjohn Company - Corporate Technical Library
Ruth Taylor - Wayne State University - Shiffman Library
Jane Claytor - St. Lawrence Hospital - Medical Library
Yvonne Mathis - St. Mary's Hospital - Medical Library
Carole M. Gilbert - Metropolitan Hospital - Medical Library



CONFERENCE PLANNING COMMITTEE

ANNUAL REPORT, October 1985

Affiliated Groups

Flint Area Health
Sciences Library Network

Metropolitan Detroit
Medical Library Group

Mid-Michigan Health
Sciences Libraries

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The members of the Conference Planning Committee were:

Mary A. Hanson, WMHSLA, chairman
Marie Bolanos, MDMLG
Judy Coppola, Local Arrangements chairman
Beth Heinlein, MMHS
Mildred Kingsbury, UPHSLC
Norma Powers, NMHSLG
Marilyn Schleg, FAHSLN
Bonnie J. Swegles, TAMIC, Education chairman

The committee met on the following dates to plan the joint Annual Conference of the Michigan Health Sciences Libraries Association and the Midwest Chapter/Medical Library Association:

20 November 1984, Clinical Center, MSU, East Lansing
20 February 1985, St. Mary's Hospital, Grand Rapids
16 May 1985, St. Joseph Hospital, Flint
20 June 1985, Hilton Inn, Lansing
8 August 1985, Hilton Inn, Lansing

The MHSLA Education Committee presented ideas for speakers, workshops and continuing education classes. The committee also, for the first time, applied for continuing education credits from the Medical Library Association. The MHSLA Local Arrangements Committee handled such details as, facilities, publicity, printing, food and entertainment.

Respectfully submitted,

Mary A. Hanson

Mary A. Hanson

MHSLA PUBLICATIONS COMMITTEE

ANNUAL REPORT 1984 - 1985

- I. Committee members for FY 84/85 were: Stephanie John, Saginaw Health Sciences Library, chair; Mildred Kingsbury, Marquette General Hospital, past chair; Bethany Heinlen, Lansing General Hospital; and Jean Parker, Mercy Hospital of Muskegon.
- II. The Committee published four issues of the newsletter during the year. The printer for the newsletter and for the directory was Bob Wilson of The Letter Shop/KN-Kwik-Print of Bay City. The Committee strove to keep costs per issue of the newsletter at or below \$1.25 each, excluding postage.
- III. The Committee kept the letterhead and logo for the newsletter and added "Clip Art" (TM). The art cost no more than a 'plain' newsletter and was felt to add some visual interest. The Committee also published a MEDLARS search aid, which it hopes will be updated in future years and become a traditional enclosure. The search aid itself is a product of the Midcontinental Regional Medical Library Program, which gave MHSLA permission to reproduce it.
- IV. The Committee also explored the idea of advertising in the newsletter and/or annual membership directory. As of this date, this is still in progress and a report will be made at the board meeting at the annual meeting in Lansing.
- V. During the course of the year, the executive board of MSHLA voted to expand the duties of the Publications Committee to include:
 - a.) the updating and maintenance of the MHSLA mailing list, which is computerized by the Michigan Hospital Association and printed on our request;
 - b.) the updating and maintenance of the MHSLA membership list, which is also kept by the MHA;
 - c.) the printing of the annual membership directory.
- VI. The Committee has also begun to explore the possibility of an MHSLA electronic newsletter and is now working with the Electronic Mail Committee (Dave Keddle, chair) and the Michigan Library Consortium (Mike Conway, INTERACT coordinator). Considerable thought will be given to what should be included and how it will be used.
- VII. The Committee chair has also begun a file of articles on newsletter design and publishing, and has written a job description and activities calendar for the chairmanship of the Publications Committee (see attached).

MHSLA PUBLICATIONS COMMITTEE

JOB DESCRIPTION OF CHAIRMANSHIP

- I. Responsibilities of the Committee: (see Bylaws as well)
The Committee publishes at least four newsletters a year, the annual membership directory and maintains the MHSLA mailing list (about 400 names) and membership lists (about 125 names). The chairman attends the MHSLA board meetings.
- II. Calendar:
 - A. Immediately after taking office in October:
 1. At the first board meeting, set the publication dates for the newsletters and the directory.
 2. Before the first newsletter:
 - a. Find a printer that will make things as easy as possible for you. If you have a personal computer available to you, many printers now have the capability to download information from personal computers for printing. This saves typos, proof-reading of galley sheets, and charges for typesetting. If you need the names of some of these printers, contact a previous chair or ask at the board meeting.
 - b. Send out a form letter to all the committee chairs, officers, and local group representatives. Tell them that you will be contacting them for information for the newsletter during the next year and give them the deadlines set at the board meeting and ask that they mark it on their calendars. Include a brief description of the type of information you're after. Then follow up with a specific request before each newsletter.
 - c. Order your mailing labels from MHA. They take about 7 to 10 days to arrive.
 3. For the first newsletter:
 - a. An updated membership renewal/application form (the Treasurer handles membership renewals and the Ad Hoc Membership Committee has devised a new membership form for FY 85/86 which should include a mailing and work address, INTERACT code, etc. The Board may have suggestions for both the form and the way information about members is disseminated to the Board).

- b. Remind readers that they must renew by ... to be included in the directory and other issues of the newsletter, and that the second issue will include the Search Aid.
 - c. Send the first newsletter to all persons on the mailing list. You may wish to add something about "check here if you want to remain on the mailing list" or "check here if the address has changed".
 - d. When designing or altering the newsletter, keep in mind that you will have to be able to put on mailing labels easily, and to seal the edges with either a staple or an adhesive dot. If you will be using a postage meter, room needs to be left at the upper right hand corner on the back for the "stamp". Clear the design with whomever will be handling your mail. Bulk mail usually is not cost-effective for us, as this is the largest mailing MHSLA does (about 425).
4. Order extra copies of each issue for those people who join late and for the archivist, GMRMLN, MLA, MC/MLA, and other associations who may be interested in MHSLA's activities. Get the names of the officers a.s.a.p. and add them to the mailing list; also add them to a supplemental mailing list for the newsletter so that they receive it although they are not MHSLA members.
5. Relationships with the treasurer.
 - a. Have the treasurer send you all changes in memberships, including changes in addresses, etc.
 - b. Forward all bills to the Treasurer, with an explanation if not on the bill itself (e.g., "\$32.92 for postage for xxx newsletters and the check must be payable to ... institution"). MHA bills the person who requests the mailing lists and is notorious for lack of detail (one example: \$26.44 for mailing lists, and so forth!).
6. Ask the committee chairs, board members, and local group representatives for information for the next newsletter.
7. Submit an annual report as requested by the president.
8. Update this job description for the next chairman's benefit.



1985

Annual Report
UNION LIST OF SERIALS
and
INTERLIBRARY LOAN
COMMITTEES

Affiliated Groups

- Flint Area Health Sciences Library Network
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- South Central Michigan Health Sciences Libraries Association
- Thumb Area Medical Information Consortium
- Upper Peninsula Health Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Libraries Association

Union List Committee Members:

- Patricia Wolfgram, Chair
- David Keddie
- Barbara Kormelink
- Sandra I. Martin
- Norma Powers
- Caryl Scheuer
- Lynn Sorensen Sutton

Interlibrary Loan Committee Members:

- Lorraine Obrzut, Chair
- Doris Blauet
- Betty Gabhart
- Addie Heilbronn
- Barbara Shipman

As the Committees worked so closely together this year we felt that a combined annual report would be appropriate.

ACCOMPLISHMENTS:

1. The first edition of MISHULS (Michigan Statewide Health Sciences Union List of Serials) was distributed in February 1985. Both a microfiche and paper edition was available. There were 66 fiche copies sold (62 - participants; 4 - non-participants) and 42 paper copies sold (36 - participants; 6 - non-participants). Due to time and labor donations from members of the committee, the price of the list was kept to a minimum. This low price allows even the smallest library access to a union list.
2. The committee drafted guidelines for dealing with interlibrary loan problems. This document is kept on file with the Chairman of the Interlibrary Loan Committee for future reference.
3. A survey to measure the satisfaction of MISHULS users was mailed to 93 libraries in Michigan. Of these, 63 responded. Overall, the results indicated satisfaction with the list and its content. The additional comments were forwarded to the Michigan Library Consortium for consideration and follow up by OCLC.
4. The second edition of MISHULS is in preparation and will be distributed October, 1985. In the future, the Committees recommend that marketing MISHULS be done on an annual subscription basis.
5. The Committees are sponsoring an Open Forum on Union Listing and Interlibrary Loan at this year's Annual Meeting as well as a MISHULS exhibit.



NOMINATING COMMITTEE

Annual Report

Affiliated Groups

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Metropolitan Detroit Medical Library Group

Mid-Michigan Health Sciences Libraries

Northern Michigan Health Sciences Libraries Group

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Western Michigan Health Sciences Libraries Association

Committee Members: Doris Asher
Marge Kars
Lynn Sorensen Sutton, Chairperson

In May, 1985 the Committee contacted potential candidates to serve as officers of MHSLA. Representatives of the eight affiliated groups were asked to provide one name each to serve as a Nominating Committee candidate. The following slate was sent to the President on June 10, 1985:

- President-elect: Stephanie John
Brian Simmons
- Secretary: Carole Gilbert
Tom Van Dam
- Treasurer: Catherine McLaughlin
Bill Nelton
- Nominating Committee: Doris Blauet
Patricia Bristor
David Keddle
Kay Kelly
Nancy Manninen
Yvonne Mathis
Patricia Wolfgram

The members of the Executive Board approved the slate for the 1985 election. In August, the Secretary mailed the ballot to all current members of MHSLA.

Ballots returned to the President by October 2, 1985 will be counted at the October Executive Board meeting and results will be announced at the Annual Business Meeting.

Lynn Sorensen Sutton
Chairperson

September 3, 1985



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**MEMBERSHIP COMMITTEE
ANNUAL REPORT
OCTOBER 1985**

The Membership Committee met in April and in July. It conducted the rest of its business via telephone and electronic mail. The charge to the Committee was to

1. Possibly revise the membership form
2. Determine the best mechanism for getting a directory published yearly
3. Investigate ways of keeping mailing list updated
4. Investigate the best ways of getting dues notices to the membership

Recommendations and actions on each of the charges were as follows:

1. Possible revision of the membership form

The Committee suggested a two-part form with one part to remain with the treasurer and the other sent to the person responsible for the membership list. The Committee felt that the name of the treasurer and the dates covered by the membership were important items to be included. A suggested format for the form will be submitted to the Board at the October meeting.

2. Determine the best mechanism for getting a directory published yearly

The responsibility for the directory is given to the Publications Committee in the Bylaws. The Membership Committee found this to be an appropriate charge and suggested enlarging the Publications Committee if the work load was too much.

The Committee suggests that the Publications Committee also be responsible for the membership and mailing lists because it is

the committee which works most closely with these lists. Adoption of this suggestion would require a Bylaws change because this responsibility is currently given to the secretary. The second part of the membership form would be sent to the Publications Committee who would use these forms to produce the directory immediately after the date when membership is considered in arrears (January in the current bylaws, March in the proposed bylaws change).

3. Investigate ways of keeping the mailing list updated

The Membership Committee suggests that the Publications Committee be responsible for updating the mailing list. Because of the mailings that it does, it is the most likely to realize when there is a problem with an address.

The Membership Committee suggests that the Publications Committee use the Michigan Hospital Association to maintain both our membership and mailing list. As The Publications Committee receives membership forms or changes in addresses, they should forward all changes to the Michigan Hospital Association who will update their computer files. Mailing labels are available from them on short notice and for a reasonable fee.

The Membership Committee mailed requests for updates on addresses to everyone who was listed on the MHSLA mailing list held by the Michigan Hospital Association. We received in return 37 requests to be dropped from our mailing list, two additional names, and 100 requests for changes in address. All have been forwarded to the Michigan Hospital Association for updating of our list.

4. Investigate the best way of getting dues notices to the membership.

A number of methods were discussed. The Committee suggests the optimum method would be inclusion of a dues notice in the first issue of the newsletter providing the newsletter is issued in a timely fashion. A separate mailing is suggested for the second notice. The first newsletter of the year is generally sent to the entire mailing list. In that way the dues notice would reach the broadest possible number. The second notice could then be aimed at those people who had been members before.

My thanks to my committee members, RoseMary Russo, Norma Powers, and Stephanie John, who have been consistently helpful and pleasant.

Respectfully submitted,



Lea Ann McGaugh
Chairman
MHSLA Membership Committee



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AD HOC BYLAWS COMMITTEE

Annual report 1984/85

Members: Joyce Malin, Chair
Frances M. Phillips
Lucy Lee

The chair, Joyce Malin, resigned from her position in May, 1985. Frances Phillips was asked by the MHSLSA President Behm in June to assume the position.

The two committee members met on July 10, 1985, and according to phone discussions with the MHSLSA president and instructions in her letter of June 27, 1985, corrections, revisions and additions to the MHSLSA Bylaws (Revised, annual business meeting, 10/13, 83) were made. These changes were submitted to the President to be discussed and approved by the Executive Board at its meeting of August 8, 1985.

Changes by the Board were incorporated into the proposed revisions and these were distributed to the membership with the ballot.

Respectfully submitted,

Frances M. Phillips, Temporary Chair
AD HOC BYLAWS COMMITTEE

October 1985

REPORT FROM THE ELECTRONIC MAIL AD HOC COMMITTEE

MEMBERS: Marie Bolanos
St. John Hospital
Detroit, MI

Tom Van Dam
Pine Rest Christian Hospital
Grand Rapids, MI

David G. Keddle, Chair
Ingham Medical Center
Lansing, MI

The committee met four times during the year 1985. We have reviewed all electronic systems and the consensus of the committee is to recommend that the Interact System of the Michigan Library Consortium be used by the Michigan Health Sciences Libraries Association.

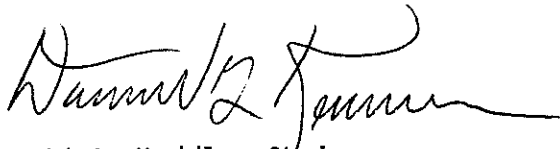
In dealing with electronic mail eg, Interlibrary Loans, problems arose during the year over the length of the Interlibrary form and the charging for using the Interact System for ILL purposes.

The committee has worked with Michael Conway from the Michigan Library Consortium staff on certain revisions and recommendations:

1. The ILL needs revising in order to suit the needs of health sciences libraries.
2. The committee has registered complaints against the scheme of charging for incoming and outgoing messages. The committee feels that the library filling ILL requests should not have to pay to read the request via the Interact System. Michael Conway is continuing to work on this problem.
3. The committee recommended to Michael Conway of the Michigan Library Consortium to have the National Library of Medicine as part of the Interact System in requesting ILL on line. This issue is still being pursued.
4. Interlibrary loan activity should make use of computer software for uploading ILL requests via word processors in order to save dollars.
5. Electronic mail could be useful to MHS LA members by presenting specific meeting notices, possibly a Calendar of Events for the health sciences libraries could be initiated. The committee feels that this recommendation should be made to the Publications Committee.

In conclusion, the Electronic Mail Committee feels that their committee work is completed. We would like to make the recommendation that a standing committee be established for researching future automation and library technology advances. This committee could review software and keep the Association abreast of new and updated automation affecting the health sciences libraries in Michigan.

I would like to take this opportunity to thank my committee members, Marie Bolanos and Tom Van Dam for their dedicated work on this very important Electronic Mail Committee.

A handwritten signature in black ink, appearing to read "David G. Kedde". The signature is fluid and cursive, with a long horizontal stroke at the end.

David G. Kedde, Chair



Michigan Health Sciences Libraries Association

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Science Librarians

Western Michigan Health
Sciences Libraries
Association

August, 1985

Dear MHSLSA Member:

Attached are the proposed revisions of the MHSLSA Bylaws (Revised, Annual Business Meeting, 10/13/83) and a proposed amendment to create a standing committee for Bylaws.

Please note that the revisions and additions are in capital letters.

Discussion and a vote on the revisions and proposed amendment will occur during the October Annual Business Meeting in Lansing. Please bring this copy of the proposed changes and amendment to that meeting.

After that meeting, the Bylaws Committee will incorporate both the 1985 revisions and the 1984 revision (amendment to establish the State Council Committee as a standing committee) into the Bylaws and submit an up-to-date copy to the Executive Board for their approval and distribution.

Sincerely,

A handwritten signature in cursive script that reads 'Frances M. Phillips'.

Frances M. Phillips, Chair
Bylaws Committee, 1985

MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

BYLAWS (Revised, Annual Business Meeting, 10/13/83)

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ARTICLE I. Fees and Dues

CHANGE Section 1. Fiscal Year

The fiscal year of the Association shall be October (NOVEMBER) 1 to September 30 (OCTOBER 31).

ADD Section 2. THE MEMBERSHIP YEAR OF THE ASSOCIATION SHALL BE THE CALENDAR YEAR.

CHANGE Section ⁽³⁾~~7~~. The dues shall be determined by simply majority vote in a mail ballot after discussion and amendment of proposed dues by the Executive Board. Annual dues shall be payable on presentation

DELETE of a notice by the Treasurer ~~at the beginning of each fiscal year.~~

CHANGE Section ⁽⁴⁾~~8~~. Cessation of Membership

A. Second Notice

If dues are unpaid by December (FEBRUARY) 1st, a second notice will be sent.

B. Loss of Membership

If dues are unpaid by January (MARCH) 1st, the dues shall be considered in arrears and without further notice the Member shall lose the rights and privileges of membership.

C. Reinstatement of Membership

Upon payment of dues for the current (CALENDAR) year, the Member shall regain the rights and privileges of membership. ADD: FOR THAT YEAR.

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ARTICLE II. Officers (Continued)

Section 3. Duties of the Officers

C. Secretary

DELETE The Secretary shall maintain the records of the Association including ~~a list of Members, a separate mailing list, and~~ the minutes of the Executive Board and general membership meetings. The Secretary shall mail notices of all regular and special meetings and announcements to the Members. The Secretary shall have other duties and responsibilities as may be assigned by the Executive Board or as are prescribed by these Bylaws.

ARTICLE II. Officers (Continued)

Section 3. Duties of the Officers (Continued)

D. Treasurer

ADD

The Treasurer is responsible for the receipt and disbursement of all Association funds and shall inform the Secretary (AND PUBLICATIONS COMMITTEE) as to changes in individual member's status. The Treasurer shall provide, when requested, a detailed report in writing to the Executive Board on monies received and expended. Upon approval of the Executive Board, the annual Treasurer's report shall be submitted to the membership at the Annual Business Meeting. At the discretion of the Executive Board, the Treasurer shall furnish a bond to the Executive Board in such sum as they may designate for the faithful performance of his or her trust, the premium on the same to be paid by the Association. The Treasurer shall have other duties and responsibilities as may be assigned by the Executive Board or as are prescribed by these Bylaws.

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ARTICLE IV. Committees (Continued)

Section 1. Standing Committees (Continued)

D. Designation and charge

2. Publication (S) Committee

The Publication (S) Committee shall publish an appropriate newsletter at least three (3) times each year and other publications such as brochures, pamphlets and directories with the approval of the Board. THE COMMITTEE SHALL MAINTAIN A LIST OF MEMBERS AND A SEPARATE GENERAL MAILING LIST. THE MEMBERSHIP DIRECTORY SHALL BE DISTRIBUTED NO LATER THAN MAY 15th. IN ADDITION TO THE APPOINTED CHAIR AND ONE MEMBER FROM THE EXECUTIVE BOARD (EX-OFFICIO), THE COMMITTEE SHALL HAVE SEVERAL MEMBERS FROM THE GENERAL MEMBERSHIP.

ADD

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ARTICLE IV. Committees (Continued)

Section 1. Standing Committees (Continued)

D. Designation and charge (Continued)

ADD AFTER 7. (Interlibrary Loan Committee)

8. BYLAWS COMMITTEE

a. THE COMMITTEE SHALL REVISE THE BYLAWS AS REQUESTED BY THE EXECUTIVE BOARD, OR MAY SUGGEST REVISION AS IT DEEMS NECESSARY.

8. BYLAWS COMMITTEE (CONTINUED)

- b. THE COMMITTEE AT ITS FIRST MEETING OF THE YEAR WILL REVIEW THE CURRENT BYLAWS FOR ACCURACY AND CONSISTENCY IN WORDING AND SPELLING AS STATED IN ARTICLE X OF THE CONSTITUTION AND REPORT ANY CORRECTIONS OR NEEDED REVISIONS TO THE EXECUTIVE BOARD.

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ARTICLE V. Elections (Continued)

Section 1. Nominating Committee

F. Petitions

Candidates for any elective office may also be nominated by petitions signed by not fewer than five (5) members. Candidates who present these petitions, accompanied by the items required in paragraph C (D) of this section of these Bylaws, to the Chairman of the Nominating Committee no later than 90 days prior to the date of the Annual Business Meeting (45 days prior to the mailing of the ballots) shall be included on the ballot.

CHANGE C TO D

FOR YOUR INFORMATION TO CLARIFY THE ABOVE CHANGE:

- C. Each member shall vote for three (3) candidates. The three nominees with the highest number of votes shall comprise the committee. The nominee with the highest number of votes shall be the chairman.

D. Slate

The Nominating Committee shall prepare annually a slate of at least two (2) nominees for each office. The slate shall be accompanied by a biographical statement about each candidate, a written statement of the candidates consent to serve if elected and a statement prepared by the candidate describing his or her aims as an officer of the Association. The Nominating Committee shall submit its report to the Executive Board no later than 120 days prior to the Annual Business Meeting.

REPORT OF STATE COUNCIL REPRESENTATIVE TO REGION 3

The Greater Midwest Regional Medical Library Network has been in operation for three years. The Library of Health Sciences of the University of Illinois at Chicago has been the headquarters for Region 3.

Management Office of Region 3 which is responsible for overseeing of this 10 state area has submitted a Request For Proposal for 1986-90. In the past they have submitted and RFP each year.

The State Council Representatives have been meeting once a year in Chicago to review activities, plans and give input on their different areas. These meetings have been underwritten by NLM funds.

Collection Development fund proposals and surveys were directed to Consortia representatives to sent out to their membership. Reports were printed in the MHS LA NEWSLETTER for the membership and letters were sent to non-members on the State Council. State Council activities and summary reports were also submitted to Management Office.

I wish to thank you for the opportunity to serve as your representative. My best wishes to the next representative and to the State Council.

Respectfully submitted,

Jacqueline Raphelson

Jacqueline Raphelson
State Council Representative

STATE REPRESENTATIVE REPORT TO STATE COUNCIL

Management Office Region 3 submitted a Request For Proposal for a new contract period 1986-1990. This term is better than the annual period they have had to negotiate.

The goals they are developing are:

- a. to improve access and delivery of information to the health professional (end-user)
- b. develop and maintain networking among health science libraries
- c. develop and maintain communication networks among libraries and other health professional organizations

The following were discussed at the State Council meeting in April 1985.

1. Serials exchange pilot study. This is being sent out to Resource libraries and certain BHSL units. They hope to put out one alphabetical list on a regular basis.
2. Collection Development Funds for 1985 were to be awarded in September. Selections were to be reviewed by local state councils then forwarded to Management Office.
3. Addition of all resource libraries to GMRMLN fiche.
4. Technology application survey report was most comprehensive and well done. A Clearinghouse is to be established for information on automation, hardware and software. (This has been done. See attached)
5. Revision of ten state directories. This was left up to each state. Michigan declined as ours was the latest - 1983.
6. Funding of ROUC by resource libraries to get rid of the duplication. (now defunct)
7. Continuing of exhibit programs at professional meetings. Management Office would like any feedback from anyone that has had health professionals mention visiting the exhibit.
8. Closer liaison with resource libraries.
9. End-user training program.
10. Support for DOCLINE, (see attached)
11. Support for electronic document delivery system within Region 3.

Lengthy discussion was held on lack of information available for representatives at these meetings to make some of the decisions and that some of the decisions could not be made without conferring with the local State Councils.

Management Office is concerned about local union lists and their impact on GMRMLN fiche. They are also concerned about document delivery systems and their interfacing with one another.

Information about telefacsimile program for State of Illinois is attached.

There may or may not be a meeting of the State Council Representatives in the Fall.

Respectfully submitted,

Jacqueline Raphelson
Jacqueline Raphelson
Representative 1983-85



GREATER MIDWEST REGIONAL MEDICAL LIBRARY NETWORK

Management Office

Library of the Health Sciences/University of Illinois at Chicago
1750 West Polk Street/Chicago, Illinois 60612/Phone 312 996-2464

Mailing Address:

P.O. Box 7509/Chicago, Illinois 60680
Telex: 20 6243

October 10, 1985

TO: Regional Council
Resource Library Directors

FROM: Ruby May

RE: National Maximum ILL Charge

FOR YOUR INFORMATION!!

The following telemail was sent by NLM to the RMLs regarding the Maximum ILL Charge:

"The Director, NLM, has approved raising the national maximum charge for a filled interlibrary loan to \$7.00. The \$7.00 charge will go into effect as the new contracts are signed."