



# Michigan Health Sciences Libraries Association

MHSLA EXECUTIVE BOARD MEETING  
Ingham Medical Center  
Lansing, Michigan  
February 19, 1988

### Affiliated Groups

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

- Lynn Sorensen Sutton, President
- Lea Ann McGaugh, President-Elect
- Stephanie C. John, Past-President
- Sandra I. Martin, Secretary
- Carol Aebli, Treasurer
- Bill Nelton, Archivist
- Marilyn Schleg, FAHSLN
- Diane O'Keefe, MDMLG, Publications
- Mary Anne Wallace, MMHSL
- Kay Kelly, NMHSLG
- Bonnie Swegles, TAMIC
- Mildred Kingsbury, UPHSLC
- Marge Kars, WMHSLA
- Leslie Behm, Bylaws Committee
- David Keddle, Document Delivery Committee
- Caryl Scheuer, Document Delivery
- Carole Gilbert, Education Committee
- Betty Crawford, Local Arrangements
- Doris Blauet, Nominating
- Judy Barnes, Technology
- Nancy Winslow, State Council
- Lorraine Obrzut, Legislation

GUESTS: Dina L. Nameth, Library of Michigan Task Force on Interdependency/Funding

The President Lynn Sutton called the meeting to order at 10:05 am

1. Subject: Presidential Remarks

Discussion: Lynn asked if the current meeting arrangements were satisfactory to the Board and announced that the next meeting is scheduled for May 6, 1988 at Harper Hospital. Committee members asked that maps be distributed along with the agenda.

Lynn gave an update on her move from Harper and recent appointment as director of the Wayne State University Science Library. She announced that the Michigan Hospital Association has offered the use of their meeting facilities and suggested that the board accept the offer for a future date.

Lynn began her report on progress toward completion of her action statement tasks developed during the Executive retreat and asked that each Board member and Committee chair do the same. She stated that the information on tax and liability had been forwarded to N. Winslow; that the presidential address article for the January newsletter was sent to Diane O'Keefe; that she contacted Sharon Phillips to discuss the proposed

MLC bylaws changes and their implication for Hospital Libraries. Lynn stated that the final action on the bylaws has been deferred until the May 10 MLC Board of Trustees meeting. However, Sharon felt that the revised organization represented hospital library interests as well as anyone.

Lynn distributed the format for Committee procedure manuals and position descriptions, which will be due in June.

Action: S. Martin will distribute maps with the agenda for the next meeting.

2. Subject: Secretary's Report

Discussion: Sandra Martin asked for additions and corrections to the minutes of the November 12 meeting.

Action: The minutes were approved as corrected.

Discussion: Sandra reported that she has completed all assigned tasks from the previous meeting and that the minutes of the annual meeting were distributed. She also reported that negotiations with Mr. Larry Weiss, general manager of Login Brothers, Ohio were completed. As of January, 1988 MHSLA institutional members receive 12% discount from Login Brothers. Information on institutional status was based on current membership lists.

3. Subject: Treasurer's Report

Discussion: Carol Aebli reported that she was unable to prepare a projected budget because only one committee had submitted 1988 projections. She requested that committee chairs and officers send her their projections so that she can complete the 1988 budget by the May meeting.

Action: Committee chairs and officers are to send Carol their 1988 budget projections.

Discussion: Carol distributed the revised conference budget and reported on her action statement progress. She stated that her review of MHSLA's tax exempt status indicated that there was no need to revise the current position. However, if the Association grosses over \$25,000 new forms should be completed reporting changes in status and income.

Action: C. Aebli will incorporate information on tax status in the treasurer's procedure manual

Discussion: Carol reported that as a result of her investigations with Michigan National, the Association's current banking institution, she recommended that MHS LA obtain a \$2,000 Certificate of Deposit to be renewed annually.

Action: The Board approved expenditure of \$2,000 for a certificate of deposit renewable annually.

Discussion: Carol stated that she would follow up delinquent membership renewals in February. She felt that the receipt of 115 renewals in January indicated that the drive was going well and that she need only send 40 or 50 reminders.

4 Subject: Archivist

Discussion: Lynn reminded Committee members to send Bill Nelton all archival materials.

5. Subject: Committee Reports

5.1 Subject: Ad Hoc Committee on Collection Development

Discussion: Lynn asked for a volunteer to chair the committee because Beth Heinlein resigned. Judy Barnes recommended Agnes Shoup, U of D Dental Library and Patricia Bristor, GM Tech Center Libraries as potential members or replacements for the vacant position. Carole Gilbert added that collection development would be the subject of one of the sessions held during the educational conference.

5.2 Subject: Bylaws

Discussion: Leslie Behm recommended postponing reproduction of the bylaws until revisions have been discussed and approved at the annual meeting.

Action: Board approved rescheduling reproduction to November, 1988.

Discussion: Leslie reported that she has identified contacts who can advise the Association on auditing and bonding procedures and that she would report their recommendations at the next meeting. Leslie distributed the timetable for her committee and asked that Board members send her copies of bylaws of nonprofit organizations.

5.2 Subject: Conference Planning

Discussion: Lynn distributed goals and time table for the committee. Carole Gilbert gave a brief report stating that the committee has contacted vendors and finalized site arrangements.

5.3 Subject: Education

Discussion Carole Gilbert distributed the tentative budget and reviewed the program for the upcoming educational conference. She reported that speakers would be contacted by February. Carole stated that the Special Libraries Association has been uncooperative in providing speaker and cost information. She said that the Association would only provide ballpark figures of \$75.00 - \$100.00 per session. Carole asked the Board to decide to continue negotiations given the lack of responsiveness. The two SLA courses scheduled for the fall are "Legal Research for Nonlegal Librarians" and "Design and Development of Promotional Materials."

Action: The Board recommended continued pursuit of SLA courses based on the high level of interest in the proposed courses and the Association's historic lack of interest in receiving payment for services rendered.

Discussion: Reviewing the program schedule, Carole emphasized that the program was developed to allow participants time to visit exhibits and talk to vendors and colleagues. She also asked for permission to confirm negotiations with Wanda Rocha because her speaker's fee is higher than previous disbursements.

Action: Board approved expenditure for W. Rocha but requested that Carole ask for references and additional information.

Discussion: Carole requested a ruling on travel accommodations for speakers. Lynn stated that MHSLSA's policy was to offer speakers coach fare to and from conferences.

Action: The Board approved proposed program and interim budget.

Discussion: Reporting on action statement progress, Carole stated that she has selected Bonnie Snow's course on pharmaceutical searching as an additional educational program to be held separate from the Annual Conference. She recommended that Barbara Shipman assist Dave Keddle in developing a document delivery/ILL workshop.

5.4 Subject: Document Delivery

Discussion: Dave Keddle reported that GMRMLN has changed procedures for the DOCLINE update. Tapes must first be sent to the region before going to NLM. Although he has not received the MLC invoice for the current tape Dave estimated that production costs would run \$600. Dave stated that he plans to schedule a committee meeting prior to the May Executive Board meeting.

Action: D. Keddle will forward his committee objectives to L. Sutton and plans for an ILL statistical survey along with recommendations for charging schedules for future updates to DOCLINE.

Discussion: Lynn asked for a show of interest for a proposal to include WSU Science Library serial holdings in DOCLINE. The Board felt that the Science Library's holdings would be beneficial to the community. Dave reported that he plans to ask libraries to submit copies of the DOCLINE cell configurations to the ILL committee. He felt that the committee's efforts to monitor usage would help to relieve some of the unnecessary burden placed on net lenders and possibly curtail the trend toward charging. D. Nameth stated that she would be willing to reassess Henry Ford Hospital's position if abuses of the collection were curtailed. Diane O'Keefe asked Dave to submit an article on structuring cells for the fall issue of the newsletter. Nancy Winslow and Jane Claytor were recommended as sources for an additional article on charging.

Action: D. Kedde will submit an article on structuring DOCLINE cells for the fall issue of the newsletter. D. O'Keefe will contact J. Claytor and N. Winslow for an article on charging.

5.5 Subject: Legislation

Discussion: Lorraine Obrzut reported that the change in the FCC ruling on telecommunication rates had become a dead issue. She called the FCC to obtain further information and to register MHSLSA's concerns but was told that November 1, 1987 was the deadline for communication on the issue.

Results of Lorraine's investigation into LSCA funding showed that the state uses a formula based on square miles, head count (# of students) and population in each region. D. Kedde stated that there has been discussion about Michigan universities urging the State Library to divert funding away from multi-type cooperative projects. The charge is that the money has not been well spent.

Action: The Board asked Lorraine to investigate the issue and advise on the merit of a letter writing campaign.

Discussion: L. Behm stated that she has been informed of the existence of a Michigan House Bill which deals with child pornography and which has the potential of categorizing library collections as pornographic. She suggested that the committee may wish to investigate the possibility of an exemption for library collections.

5.6 Subject: Nominating

Discussion: Lynn distributed the Committee's objectives and timetable on behalf of Doris Blauet.

5.7 Subject: Publications

Discussion: Diane O'Keefe reported that the January issue was distributed on schedule. She is currently in the process of collecting articles for the retreat issue due in Mid March. Diane asked J. Barnes to contribute a column called Fax Facts for the newsletter. She also asked L. Sutton to provide input for the issue.

Lynn asked the committee for feedback regarding the best approach for publication of the results of the retreat given that a summary article was just published in the January issue. Marilyn Schleg stated that the retreat issue itself would be sufficient and that additional publication of "proceedings" should not be necessary. Dina Nameth stated that she was impressed with the list of action statements developed by the Board. She suggested that the committee publish the list and indicate those tasks which were completed.

Action: L. Sutton will work with D. O'Keefe to develop the action statements into an article for the retreat issue. The issue will be designated "special issue" so that present numbering can continue uninterrupted.

5.8 Subject: State Council

Discussion: Nancy Winslow reported that she contacted several sources concerning the Association's liability and the need for insurance coverage. Her contacts included representatives from the Michigan Hospital Association, insurance agents, two attorneys and a representative of the State Library. In addition she ran a computer search to survey the literature. The net result was that the probability of the Association or its board being named in a suit is very low based on the fact that MHSLA has no real "collectability." Only in the event that the Association decides to incorporate would liability coverage be necessary. Nancy reported that coverage costs range from \$250 to \$500 per year. She recommended that MHSLA hire a lawyer if the Board desired further investigation. Lynn thanked Nancy for her exhaustive research and stated that based on the information presented no further investigation would be necessary. M. Schleg also commended Nancy on her detailed report.

Action The Board agreed to discontinue further investigation.

Discussion: Nancy asked questions about the structure and composition of the state council. D. Keddle stated that the Illinois council functioned as a committee of the state association and suggested that the Michigan council use the same structure. He suggested that the Board make the Council an operating committee of MHSLA, which would allow for regular meetings and a yearly report. The Board was informed that according to MHSLA bylaws, the State Council is already designated as a standing committee.

Action: D. Keddle will investigate the function and composition of the Illinois Council as well as its compliance with GMRMLN requirements. He will also obtain copies of the Illinois bylaws.

Discussion: D. Keddle reporting on the GMRMLN regional meeting stated that Erwin Pizer has proposed plans for the development of cooperative journal acquisitions and a Library of record program. The basis of the program would be the GMRMLN serials list which does not contain holdings from Michigan Libraries. D. Nameth suggested that the Board contact Lois Ann Colaianni to express its concern and request a meeting with her at the 1988 MLA conference.

Action: D. Keddle will draft a letter to L. Colaianni requesting a meeting.

Discussion: Dave concluded his report with the announcement that NLM will be renegotiating the regional contracts. Helen Ann Brown has taken a position with BRS.

5.9 Subject: Technology

Discussion: Judy Barnes distributed her committee's timetable and reported on progress. She asked about interest in combining the MHSLA and MDMLG directories. Responding on behalf of MDMLG C. Gilbert, president, thought the idea interesting and encouraged continued investigation. Judy stated that she will develop an article on transferring data files. She distributed information on the March, 7-9 Small Computers in Libraries Conference to be held in Chicago and asked for financial support from the Association to attend the conference. She requested a grant of \$262.16 to cover room, board, and conference fees. Lynn questioned the appropriateness of a request to use Association money for the major benefit of one member. Dave stated that the Board would risk the displeasure of the membership if such a request was approved.

Action: Based on Board input J. Barnes withdrew the request.

6.0 Subject: Local Group Representatives

6.1 Subject: FAHSLN

Discussion: Marilyn Schleg is working on the area representatives' position description and procedures. She stated that the major responsibility of the representatives was to serve as working board members reporting to their respective local groups. Marilyn will include suggestions for methods of disseminating information to local groups in the position description which she will submit in June.

6.2 Subject: MMHSL

Discussion: Lynn introduced Mary Anne Wallace who is the replacement for B. Heinlein

6.3 Subject: NMHSLG

Discussion: Lynn distributed examples of membership brochures which she received from Norma Powers. She stated that Norma requested that the Board set budget and quantity parameters so that her committee could proceed with its deliberations. After discussion the Board agreed that the best option was a trifold brochure containing general information appropriate for both potential speakers and new members.

Action: The Board recommended a trifold brochure and approved a budget of \$500 - \$700 for 500 copies.

6.4 Subject: TAMIC

Discussion: L. Sutton reported that Melba Moss will replace Bonnie Swegles as the TAMIC representative.

7.0 Subject: Old Business

7.1 Subject: Kellogg Grant

Discussion: Judy Coppola has received no further word from Dr. Elser concerning MHSLSA's addenda to the grant application. However, she sent word to the Board that she expects to receive some communication from him by mid March. The deadline for requests for Telefax equipment from the State Library is March 4, 1988.

8.0 New Business

8.1 Subject: Library of Michigan Task Force on Interdependency & Funding

Discussion: Dina Nameth reviewed the goals and purpose of the task force. She stated that major library funding is due to expire and the State Library in an attempt to increase future funding wished to broaden its support base. The goal of the Task Force is to develop a document which will inform the Michigan legislature of the role and future of Michigan libraries. The document will be used to lobby for library legislation. Dina asked the Board to suggest projects of particular interest to special libraries. Judy Barnes suggested the establishment of a journal warehouse, patterned after the Medical Library Center of New York, which provides copies from older journals to library subscribers. Leslie Behm cited the Midwest Library Consortium in Chicago which provides a similar service. Dina asked the Board to send any additional examples or suggestions.

8.2 Subject: State Survey

Discussion: Carol Aebli stated that she received inquiries about the availability of the state survey from an institution in Sault St. Marie. Dina agreed to relay the information. She reported that the first draft of the paper was completed.

9.0 Subject: Announcements

Discussion: Lynn announced that Christine Hague, Michigan Library Association, extended an invitation to the membership to attend the Association's annual conference October 12-14. MHSLSA members will be allowed free entrance to the exhibits. Christine also offered to schedule an MHSLSA program during the conference.

Leslie Behm asked permission to distribute the revised brochure to AHECs which sponsor clerkship programs.

Action: The Board approved distribution.



N. Winslow asked for an update of the MDMLG meeting during which hospital down-sizing and staff reductions was discussed. Her request led to a general discussion of the current status of hospitals, the methodology for determining size, and the general impact of consulting firms.

Action: MHS LA will forward a letter to Raymond Palmer, Medical Library Association, expressing concern over this trend.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,



Sandra I. Martin,  
MHS LA Secretary



2. Subject: Secretary's Report

Discussion: Sandra Martin asked for additions and corrections to the minutes of the February 19 meeting.

Action: The minutes were approved as corrected.

Action: S. Martin will send L. Sutton corrected copies of all minutes.

3. Subject: Treasurer's Report

Discussion: Lynn distributed copies of the treasurer's report on behalf of Carol Aebli. Lynn polled the Board for 1988 budget projections. She said that Carol was unable to complete the Association's projection because she lacked the necessary information. Lynn reported that Carol has made arrangements with Michigan National Bank for the Certificate of deposit.

Action: Treasurer's report was accepted.

Action: D. Keddle will send budgetary projections for the Document Delivery Committee to C. Aebli..

4. Subject: Archivist's Report

Discussion: Bill Nelton stated that he needs pictures of the last three Association presidents (M. Hanson, L. Sutton, and S. John) which will be on display in the Archivist's exhibit during the Annual Conference.

Lynn reported that she approved Candy Winfield's request to place HIRA (Health Instructional Resources Associated) records in the MHSLA Archives. Ms. Winfield was president of the recently dissolved Association. Bill has made arrangement to transport the material.

5. Subject: Committee Reports

5.1 Subject: Ad Hoc Committee on Collection Development

Discussion: Lynn introduced Patricia Bristor, incoming chair of the Committee, who was selected because of her previous experience and expertise. Lynn stated that Beth Heinlen resigned the position when she assumed her new duties as Assistant to the Dean of Research at Michigan State University.

Pat asked the Board to clarify the essential issues concerning collection development and discussed her plan of attack. She stated that serials would be the first target. Dave Keddle said that the Document Delivery Committee discussed ideas which would interest the Collection Development Committee and agreed to forward them to Pat. Pat asked for background on DOCLINE activity and the level of participation by MHSLA institutions. Dave explained that 75% of MHSLA libraries were currently using the system and that of the remaining non users a proportion had no computer access.

Action: D. Keddle will communicate with P. Bristor to exchange information and ideas.

5.2 Subject: Bylaws

Discussion: Marilyn Schleg, reporting for Leslie Behm, distributed copies of proposed changes to the bylaws. She stated that at the April meeting Committee members reviewed the bylaws and compared them to standards in Robert's Rules of Order. The Committee recommended merging the Constitution and the Bylaws into one document based on the comparison.

Marilyn summarized the proposed changes stating that the revision puts related concepts together and shortens the document. She added that after Association policy/procedure manuals and position descriptions are completed similar information currently included could be eliminated from the bylaws further reducing the length. Marilyn requested that Board members forward feedback to Leslie by June 15. Major corrections should be sent in writing.

Action: Board should provide input on proposed changes to the Constitution and Bylaws by June 15, 1988.

5.3 Subject: Conference Planning

5.3.1 Subject: Education

Discussion: Carole Gilbert reported that the Committee selected CE-680 "Health Professions and Information: Value, Variables, Variety" as the CE course for members in the non Metropolitan area. The course will be held at Muskegon General Hospital on Wednesday, June 29, 1988.

She distributed copies of the revised program and reported that BRS has agreed to hold a regional update workshop during the Conference. Carole reported that based on SLA course charges the Committee proposed a separate fee for lunch served during the session.

Carole stated that the Committee faced scheduling problems because of limited space at the Conference facility. After discussion the Board suggested that the Committee wait until after Conference registration and post a schedule of event locations.

5.3.2 Subject: Local Arrangements

Discussion: Lea Ann McGaugh reported that the Local Arrangements Committee last met December, 1987. After discussion with Betty Crawford Lea Ann worked on the Conference budget. Lynn asked if prospective vendors had received any information about exhibitors fees. Lea Ann informed her that the Committee was still deliberating exact charges. Dave Keddle recommended \$100 as a minimum fee. He stated his recommendation was based on previous experience with vendors. Lea Ann reported that Betty Crawford hoped to get a vendor to underwrite the cocktail party.

Action: B. Crawford will charge exhibitors a minimum of \$100. The fee will include one banquet ticket.

Action: D. Keddle will develop a vendor procedure manual next year which should include recommended fee structures.

Discussion: The Board discussed Conference registration fees and recommended \$100 as the two day fee exclusive of the banquet.

Action: Fees for the 1988 Educational Conference will be:  
Members: \$100/ 2days or \$60/day  
Nonmember: \$115/2days or \$75/day  
Banquet tickets will be priced separately.

Lynn asked about charges for CE courses. The Committee projected charges of \$75/course. Lea Ann reported that room accommodations would be \$62/single occupancy and \$70/double occupancy.

Lea Ann informed the Board that Tony Armstrong consented to speak at the Conference and that Nancy Winslow, who is developing the Conference brochure, has started negotiations with a graphic artist. Concluding her report, Lea Ann asked for assistance in expanding the mailing list. Local group representatives were asked to send Barbara Kormelink area lists. Dave Keddle suggested that the Committee develop a combined database for use by future planning committees.

Action: Local area representatives will forward copies of membership lists to B. Kormelink and Diane O'Keefe.

Action: D. O'Keefe will ask Bonnie Swegles to add additional lists to the MHSLA database for future conferences.

Action: The Committee will advertise the Conference in local newsletters.

#### 5.4 Subject: Document Delivery

Discussion: Dave Keddle reported that the Committee was revising the Ill guidelines and planned to produce a how-to manual. In addition the Committee plans to use the 45 minute videocassette produced by NLM as part of a DOCLINE workshop. Dave asked that members report DOCLINE system problems to Betty Marshall.

Dave reported that MLC currently charges 7 cents per update for full OCLC participants. July 1 is the deadline for holdings updates. The Committee recommended that MHSLA continue to subsidize tape production. Committee members felt that continued subsidization would encourage further participation. After discussion Board consensus was to charge DOCLINE participants for tape production, as originally agreed at the Retreat.

Action: The Document Delivery Committee will develop guidelines and criteria for charging DOCLINE participants for the cost of the OCLC tape.

The Committee also recommended that institutions be encouraged to place net lenders in cells #3 or higher for DOCLINE configuration. The recommendation was made in response to the concern over the growing number of libraries charging for interlibrary loans. The Committee defined net lender as any institution lending over 2,000 items per year. They plan to publish a net lender list in time for the August DOCLINE revision.

Action: The Committee will send D. O'Keefe a net lenders list for publication in the newsletter.

Dave reported that the updated MISHULS directory will include LIBID numbers, which can be used in accessing DOCLINE. The annual statistical survey will contain the number of FTEs, items lent, items borrowed, and the number of computer searches. It is felt that institutions requiring more detailed information e.g. the number of requests per institution could gather the information on an individual basis. He said that he relayed the Association's concern over exclusion of Michigan libraries from the GRMLN collection development project proposed by Irwin Pizer to NLN. He was invited to attend the Serhold meeting at the 1988 MLA annual meeting in New Orleans.

The Committee, also, discussed ideas for collection development, suggesting such future projects as a list of journals only held in charging institutions, a list of holdings not available in DOCLINE, and implementation of an "Adopt a Journal" program.

#### 5.5 Subject: Legislation

Discussion: Lorraine Obrzut reported that the FTC declined further comment on proposed rate increases after receiving thousands of opposing letters. Lynn stated that officially the FTC has dropped the issue. Lorraine said that she did not receive information on the proposed House bill on child pornography. She mentioned a series of articles concerning legal issues for librarians written by Dr. Joseph Mika, Wayne State University featured in American Libraries as follow up to previous discussion.

#### 5.6 Subject: Nominations

Discussion: Doris Blauet reported that the slate for 1988 elections would be set by May 6, 1988. It will be sent to the Board in June. The Committee plans to mail ballots to the membership after receiving Board input.

Action: D. Blauet will send copies of the slate to S. Martin for distribution to the Board.

Action: D. Blauet will forward wording to amend the bylaws to reflect procedural changes to L. Behm.

#### 5.7 Subject: Newsletter

Discussion: Lynn commended Diane O'Keefe on the quality of the special retreat issue. Diane reported that the deadline for the next issue is July 1, 1988. She stated that the new membership directories will be ready by May 15.

Sandra Martin said that in order to extend the 12% discount to new members Login Brothers needed updated membership lists. The Board discussed methods for providing current information on a timely basis. Diane volunteered to be responsible for updating Login on a regular basis.

Action: S. Martin will develop a cover letter to accompany Login updates.

Action: D. O'Keefe will forward revised membership lists to Login as necessary.

#### 5.8 State Council

Discussion: In lieu of a formal report. Dave Keddle announced that the next Regional meeting will be June 28, 1988.

#### 5.9 Technology

Discussion: Judy Barnes reported that due to a lack of response she and Mollie Lynch are compiling the Demo Disk Library from their own collections.

Judy stated that the deadline for revisions to the Technology Directory is May 15, 1988. Although she plans to hold input until June 1 to allow for new members. A listing of GRMLN resource libraries by code will be included in the Directory. In addition, the Committee planned to meet May 15 to visit a TELEFAX vendor to view new equipment even though there has been no word from the Kellogg Foundation on the grant. Lynn stated that additional information on the grant would be reported under old business

The last Committee charge, evaluation of CD ROM packages, is on hold, although the Committee plans to review packages across the state. Carole Gilbert added that the National Internal Medicine Residency Review Committee recommended twenty-four hour computer searching access for medical students and residents.

#### 6.0 Subject: Local Group Representatives

##### 6.1 Subject: FAHSLN

Discussion: Marilyn Schleg reported that Ria Lukes reviewed government documents for FAHSLN.

##### 6.2 Subject: MMHSL

Discussion: Mary Ann Wallace reported personnel changes in the area. Judy Barnes stated that there had been limited success in developing a consumer health information group. Meeting attendance averages only ten participants per session. The group has scheduled another meeting June 22.

7.0 Subject: Old Business

Discussion: Lynn reported for Mildred Kingsbury that an Administrative Assistant at Kellogg said that our grant application is still pending. Dr. Elser indicated he had to speak with the President about a few things. Lynn reported that Mildred was able to obtain four free rooms for the members of the 1989 Planning Committee and 2 Board members at the Grand Hotel, 1989 convention site. She said that Norma Powers plans active development of the new member brochures in the coming months.

Carole Gilbert reminded the Board that the call for papers was issued. Papers should be fifteen minutes and abstracts are to be sent to Gayle Williams.

8. Subject: New Business

Discussion: Lynn reported that HIRA members voted to split their Treasury between MHSLA and the Metropolitan Detroit Health Education Council when the Association was dissolved. MHSLA WILL RECEIVE APPROXIMATELY \$2,000. She asked the Board to think of ways of using the money.

Action: Board members provide Lynn ideas for use of the HIRA donation of \$2,000.

Sheryl Stevens reported the results of the "Survey of Staff and Budget Changes in Michigan Hospital Libraries since 1985" conducted under the auspices of MHSLA. After distributing copies of tabulated data developed for survey responses, Sheryl reported that ninety-three of the one hundred and fifty-four Michigan libraries surveyed returned the forms. She discussed the results which indicate a general downward trend in personnel and funding. She requested further direction in distributing and reporting the results. Carole Gilbert recommended that Sheryl send copies to Roz Duddin, president of the MLA Hospital Libraries section. The Board suggested that she publish the results in the MLA Bulletin and present them at the 1988 MHSLA Conference.

Action: S. Stevens will develop results into an article for publication and for presentation at the 1988 MHSLA Educational Conference.



Sandra Martin asked for a volunteer to take minutes at the July 15 meeting. Lynn asked if a Board member from the Lansing area would agree to make luncheon arrangements.

Action: Lorraine Obrzut will take minutes.

Action: Judy Barnes will make the arrangements for lunch.

Carole Gilbert announced that the Providence Library has been renamed the Helen L. De Roy Medical Library

The meeting was adjourned at 3:00 p.m.

Respectfully submitted



Sandra I. Martin



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

MHSLA EXECUTIVE BOARD MEETING  
 Michigan Hospital Association  
 Lansing, Michigan  
 July 15, 1988

- P\_\_\_A Lynn Sorensen Sutton, President
- X\_\_\_ Lea Ann McGaugh, President-Elect
- X\_\_\_ Stephanie C. John, Past-President
- X\_\_\_ Sandra I. Martin, Secretary
- \_\_\_X Carol Aebli, Treasurer
- X\_\_\_ Bill Nelson, Archivist
- X\_\_\_ Marilyn Schleg, FAHSLN
- \_\_\_X Diane O'Keefe, MDMLG, Publications
- \_\_\_X Mary Anne Wallace, MMHSL
- \_\_\_X Kay Kelly, NMHSLG
- \_\_\_X Melba Moss, TAMIC
- \_\_\_X Hildred Kingsbury, UPHSLC
- X\_\_\_ Sandra Swanson, WMHSLA
- X\_\_\_ Leslie Behm, Bylaws Committee
- X\_\_\_ David Keddle, Document Delivery Committee
- \_\_\_X Caryl Scheuer, Document Delivery
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- X\_\_\_ Nancy Winslow, State Council
- X\_\_\_ Lorraine Obrzut, Legislation
- X\_\_\_ Patricia Bristol, Collection Development

Lynn Sutton, President, called the meeting to order at 11:05 a.m.

1. Subject: Presidential remarks

Discussion: Lynn noted that the September 16 meeting will be at McLaren Hospital in Flint. She commented that Sandy Swanson will be replacing Marge Kars as the WMHSLA rep.

Lynn said that she has received most of the position descriptions. She asked the Board to bring all the committee manuals to the September meeting. She is compiling an overall policy & procedure manual.

Lynn reminded Lea Ann to start thinking about committee

appointments. Annual reports are also due in September. They need to be included in the registration packets. Lynn asked Board members to send copies of their annual reports to Nancy Nicholson at SHSL for duplication so they will be available for the packets.

Action: All Officers and Committee chairs will complete their Annual Reports by September 1 and mail one copy to Lynn and one copy to Nancy Nicholson.

2. Subject: Secretary's Report

Discussion: Lynn asked for additions and corrections to the minutes of the May 6 meeting.

Action: The minutes were approved as corrected.

3. Subject: Treasurer's Report

Discussion: Carol distributed copies of her report as well as a projected budget for 1987-88. She noted that only two committees had submitted a budget. Lynn noted that our dues income is approximately \$1,400.00 and our projected spending is \$2,600.00. She felt this shows the value of budgeting and indicates a need for income. Judy Barnes commented that the MISHULS project usually brings in money. There was a discussion of the Publication costs. The amount spent on the Newsletter itself is more than our dues income. Dave Kettle brought up the possibility of making more money on MISHULS now that we're going to one issue a year. He predicts a complete recovery of DOCLINE costs. Lynn felt that we should be watching for trends in spending -- we may need to consider a dues increase.

Action: Treasurer's report was accepted.

Action: Dave Kettle will send budgetary projections for the Document Delivery Committee to Carol.

4. Subject: Archivist's Report

Discussion: Bill stated that he will be reviewing the HIRA documents with the state archivist. He asked if there was any objection to placing them in the state archives instead of ours. Lynn felt that they should stay with us as they were given to MHSLSA not the state. Lea Ann felt they would be more accessible at a state level. Carolie Gilbert felt that MHSLSA should look into putting our archives into the state's archival system.

Action: Lynn will contact Candy Winfield for a reaction about storing HIRA's archives with the state.

## 5. Subject: Committee Reports

### 5.1 Subject: Ad Hoc Committee on Collection Development

Discussion: Pat commented that NLM will no longer provide a statewide list of journals borrowed through DOCLINE. The committee is sending out their own survey which will be included with David's mailing. The committee will meet once the survey has been returned. Pat said the committee will publish a list of what is only owned out of state and will ask the membership to buy these titles. She further stated that there is no grant money available to buy these titles. Therefore, if the title is picked up by a charging library, the borrower will be liable for any charges. Judy Barnes questioned the availability of grant funding. Pat felt it unlikely as this is an ongoing expense. Dave felt it might be possible as GMRMLN is involved in an ongoing funding project for collection development. Lynn asked about the format of the survey. Judy said that it will ask for information regarding out-of-state borrowing as well as borrowing from charging institutions.

Action: Dave will talk to Irwin Pizer and Ruby May about funding for journal subscriptions.

Action: The Collection Development survey will be mailed on Monday, July 18 along with the ILL survey.

### 5.2 Bylaws

Discussion: Leslie distributed copies of the proposed changes to the bylaws. She pointed out that the proposed changes had been highlighted in the distributed copies. A discussion of "removal from office" followed. Leslie wondered if perhaps due process should be written in. The word "mandatory" should be changed to "excused". Nancy Winslow suggested that the next committee work on including these procedures. Leslie asked the Board to notice that the Legislation Committee had been removed as a standing committee. Lynn asked Lorraine to comment. Lorraine stated that she felt that there was not enough activity for the committee to warrant it being a standing committee. Lynn stated that these issues are covered so well at other levels that it may not be necessary to have a separate committee.

Stephanie felt that the Document Delivery description was too generic. Leslie recommended that the next committee look at this.

Action: Dave will send a copy of the Illinois State Library bylaws to Leslie.

Library bylaws to Leslie.

Action: The Board and Committee members will provide feedback to Leslie for any further changes in the Bylaws by July 27.

Action: Lea Ann moved that the Board accept the changes made to the Bylaws. Nancy seconded. Motion passed.

### 5.3 Subject: Conference Planning

Discussion: Lea Ann said that they met this a.m. Everything seems to be going very well.

#### 5.3.1 Subject: Education

Carole said that they had received a document from keynote speaker, Wanda Rocha, on 71 trends that may affect health science libraries in the future. She would like to include this in the registration packets. The Board was in favor of inclusion.

Carole said that they were in the process of getting MLA credit for the two 3 1/2 hour classes. Carole asked Sandy how the class went on the Western side of the state. Sandy said that they had 13 attendees so they should break even.

#### 5.3.2 Subject: Local Arrangements

Discussion: Betty asked for suggestions for topics for the banquet speaker. She said that several drug reps. are contributing paper and pens. She has spoken with Mildred Kingsbury and sent her materials so that she can get started on next year's meeting.

Menus are still to be selected. Rooms will be assigned after registration. Late fee for registration after Sept. 12 will be \$20.00. Stephanie will handle photography. Lynn remarked that only the incoming and outgoing President's speeches need to be taped. Bill will handle that. The prebanquet cocktail hour will be paid for by a vendor. No special event is planned. Binding Unlimited donated \$200.00 for the packet holders. The total cost is \$306.

Action: Area groups will send their mailing lists to Barb Kormelink immediately, if they have not yet done so.

Discussion: Carole recommended sending registration information to Toledo.

Discussion: Dave said the committee had met Monday to review the DOCLINE tape from the Western RML. They decided it was not worth using, and they will go to five workshops instead. They plan workshops in Detroit, Muskego, Lansing, and Flint. They will take place between Oct. 15 and Nov. 15. The committee will meet in Muskegon on Aug. 12 to discuss plans.

The rough draft of the ILL guidelines are complete. A discussion followed on changes to be made. An ILL manual written by Barb Kormelink and Betty Marshall will be available at the end of July. David said that after discussion with Kim Goldman, we now can update DOCLINE at any time. Dave has requested updates from the membership for the MISHULS directory. Stephanie asked if any guidelines had been established for ILL statistics. She was referred to the article Dina Nameth wrote for the MMSLA Newsletter.

#### 5.5 Subject: Legislation

Discussion: Lorraine reported that a database is available through MLC which tracks state legislation. The Hannah Information System also has a state directory available online. Lynn recommended that Lorraine write an article for the Newsletter about this system.

Action: The Legislation Committee will prepare a story about the H.I.S. for the Newsletter.

#### 5.6 Subject: Nominating

Discussion: Doris Blauet submitted the slate of nominees. On August 10 she will mail the ballots. Lynn noted that Janis van Tiflin was not a member. Lynn stated that we need to establish an Election Committee to count the ballots. This is a change in the By-laws from previous years. The committee is to be made up of the Nominating Committee chair and at least two other MMSLA members. Lynn instructed Doris to include this in her procedures manual. Leslie felt it should be in the Newsletter that any member may witness the count.

Action: Lynn appointed Doris Blauet, Lea Ann McGaugh, Marilyn Schleg and Nancy Winslow to the Election Committee.

#### 5.7 Subject: Newsletter

Discussion: Lynn reported for Diane. The latest issue will be out soon. The new Directory is out and much of it is incorrect. There was much discussion about the overall arrangement and quality. The Board wishes to

overall arrangement and quality. The Board wishes to continue working on a single membership database. They also want to change the wording on the institutional listing.

5.8 Subject: State Council

Discussion: Nancy Winslow stated that much of her work was being done by other groups. Dave reported on the Regional meeting he attended on June 28. He reported that there was much discussion over the cost and production of the GMRMLN union list. He said it was discussed whether or not GMRMLN should remove the contract from the hands of U of Louisville. There was also discussion about a Collection Development prospectus. He said they also discussed opening DOCLINE up to non-SERHOLD members. The next meeting is Nov.11.

The Board suggested that the State Council meet at the annual meeting to talk about what we want from GMRMLN and NLM.

Action: Nancy will contact the State Council reps to bring their suggestions about GMRMLN and NLM to the annual meeting.

5.9 Subject: Technology

Discussion: Judy said that the committee had reviewed five fax machines but had not yet come to any conclusions. Judy is working on the membership database with Bonnie Swegles. Judy said that apparently no one is interested in working on a demo disk library. She is putting one together with Mollie Lynch. Judy said that both Stephanie John and Dave Keddle had invited CD ROM vendors to set up equipment in their libraries. Judy has had problems getting the committee together to evaluate the products. The Technology Directory Update is in the works. It is due the end of August.

6. Subject: Local Group Representatives

6.1 Subject: FAHSLN

Discussion: Marilyn reported that they had met in June. The group met with Dave Palmer to discuss cooperation between the hospitals and colleges. Marilyn also said that a new rep. would be coming in September.

Action: All representatives who will be leaving the Board will notify Sandra Martin before September.

7. Subject: Old Business

Discussion: Lynn reported that the Kellogg Foundation had elected not to fund the telefax grant. Lynn distributed a copy of the notifying letter. It was discussed whether or not we should send the grant request to another foundation, such as Mott. It was decided to reactivate the committee to survey the participants to see if they're still interested. Judy Barnes recommended sending a thank you letter to the Kellogg Foundation.

Discussion: Lynn distributed a letter from Dina Nameth regarding the LOM Task Force on Interdependency and Funding.

Action: Send comments to Dina and suggestions to Dina.

Discussion: Lynn reported that MLA has appointed an adhoc committee to investigate staffing and budget cuts in health science libraries. Mickey Cook is chairing. Lea Ann reported that "The Value of the Health Information Professional", a special report, is available from SLA.

8. Subject: New Business

Discussion: Lynn announced that MHS LA had received its official invitation for the 1990 conference from Flint.

Action: Carole Gilbert moved that we accept Flint's invitation to hold the one day MHS LA conference in Flint in 1990. Leslie Behm seconded. Motion passed.

Discussion: Lynn announced that Rittenhouse is willing to offer a 12% discount to MHS LA members. Carol Aebli will send her membership list to Sandra to forward to Rittenhouse.

Discussion: Lynn introduced a proposal from Sharon Phillips. Chair of the MLA LAC, 1990. Lynn distributed a copy of the letter and proposal requesting funds from MHS LA to support promotional activities. The Board supports the concept, but Marilyn and Lea Ann felt that the reps. should discuss it with their individual groups.

Action: Stephanie John moved that as the Board supports the concept of funding the conference publicity, local reps. should consult with their groups before making a final decision.

Discussion: Lynn asked if the Board had any ideas about the funds from HIRA. It will be discussed in September. Lynn recommends using the money for something significant.

Discussion: Stephanie reported that she had attended a



meeting with Michigan State librarians to discuss reimbursement for students and faculty. She has written and article for the Newsletter and highlighted some of the topics they covered.

Discussion: Carol Aebli distributed a recommended format for the new Directory Information sheet. She would like comments by the next meeting.

Discussion: Dave recommended that the 1990 meeting be set up to interest support staff as well as librarians.

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Lorraine Obrzut



MHSLA EXECUTIVE BOARD MEETING
MClaren General Hospital
Flint, Michigan
September 16, 1988

Affiliated Groups

Table with 2 columns: Group Name, P, A. Lists various affiliated groups like Flint Area Health Sciences Library Network, Metropolitan Detroit Medical Library Group, etc.

- List of names and titles: Lynn Sorensen Sutton, President; Lea Ann McGaugh, President-Elect; Stephanie C. John, Past-President; Sandra I. Martin, Secretary; Carol Aebli, Treasurer; Bill Nelton, Archivist; Marilyn Schleg, FAHSLN; Diane O'Keefe, MDMLG, Publications; Mary Anne Wallace, MMHSL; Kay Kelly, NMHSLG; Melba Moss, TAMIC; Mildred Kingsbury, UPHSIC; Sandra Swanson, WMHSLA; Leslie Behm, Bylaws Committee; David Keddle, Document Delivery Committee; Caryl Scheuer, Document Delivery Committee; Carole Gilbert, Education Committee; Betty Crawford, Local Arrangements; Doris Blauet, Nominating Committee; Judy Barnes, Technology Committee; Nancy Winslow, State Council; Lorraine Obrzut, Legislation; Patricia Bristor, Collection Development.

Lynn Sutton, President, called the meeting to order at 11:05 a.m.

1. Subject: Presidential Remarks

Discussion: Lynn asked Board members about the status of those annual reports, which were not received prior to the meeting.

She distributed and reviewed the agenda for the Annual Business Meeting. Lynn stated that the agenda would be updated at the Board meeting prior to the Annual meeting. During the discussion she reminded members that the business meeting would only last one hour and requested that they save time by summarizing their annual reports. She asked Marilyn Schleg to report for the Bylaws Committee, summarizing the major changes if Leslie Behm is unable to attend.

Action: The Bylaws Committee will provide photocopies of a summary page of changes to distribute at the annual meeting. After reporting the Committee representative may move acceptance.

Lynn collected copies of policy and procedure manuals. She is developing a master manual to give to Lea Ann as incoming president.

**Action:** Board members and Committee chairs should retain copies of policies and procedures to pass to their successors.

Lynn announced the next Board meeting, which is scheduled for Tuesday, October 4, 1988 at 8:00 p.m. The Board Dinner will be held prior to the meeting at Delphines. Dinner will be served at 6:00 p.m. Members and Committee chairs who wish to dine may make checks for \$15.50 payable to MHSIA.

**Action:** B. Crawford will ask Stephanie John to send requests for RSVP for the dinner.

2. Subject: Secretary's Report.

Discussion: Sandra Martin said she wanted to publicly thank Lorraine Obrzut for providing minutes of the July meeting. She asked acceptance of the minutes.

The minutes were approved as corrected.

**Action:** L. Obrzut will correct minutes.

3. Subject: Treasurer's Report.

Discussion: Carol Aebli distributed copies of her report. Lynn asked that she revise the way in which revenue from the certificate of deposit is reported. Lynn asked Carole Gilbert to send Carol a copy of an MDMLG report to use as an example. Lynn, also, asked Carol to verbally update her report during the annual business meeting so the membership would have the most current information.

**Action:** C. Gilbert will send C. Aebli copies of the MDMLG treasurer's report. C. Aebli will deliver a verbal addendum to her annual report at the business meeting which will include the Association's current balance.

Dave Keddle following recommendation from the Document Delivery Committee requested that Carol bill DOCLINE participants. After discussion the Board decided that the Committee not the treasurer should coordinate and distribute billing. In addition the Board recommended that the Document Delivery Committee formulate a cover letter explaining the change from previous patterns.

**Action:** The Document Delivery Committee will coordinate billing for DOCLINE participants. Invoices will be accompanied by an explanatory letter.

Lynn recommended that the Board continue to monitor the treasury and the dues process next year to prevent going in the red. Carol stated that 1988 expenses were greater than normal because of publication of the Retreat

issue. D. Keddle added that the increase in the number of MISHULS subscriptions should boost total 1988/89 revenue. He added that the new directories will include LIBID rather than SERHOLD codes because subscribers were confused by the listings in previous editions.

Lynn asked about the status of the merged database project. Judy Barnes reported that she was working on the project which will combine all the many lists into one large MHS LA database from which function/committee specific mailing lists and labels can be generated. She will need additional information from Bonnie Swegles and an update from the Document Delivery Committee to insure the accuracy of the database.

Action: J. Barnes will merge data from the following sources: D. Keddle, MISHULS directory, C. Aebli, membership lists; B. Kormelink, conference mailing list; and B. Swegles. She will produce the first lists once the data is combined and provide training for individuals or committees needing to access the information.

Action: C. Aebli will send copies of the most current membership list to the Technology and Document Delivery Committees.

Action: C. Aebli will produce at least four hundred membership forms which should include the mailing address of the incoming treasurer. The new treasurer has the distribution responsibilities. C. Aebli will transfer the books at the November Board meeting.

4. Subject: Archivist's Report.

Discussion: Bill Nelton discussed plans for an archives display at the Conference. The exhibit will feature photographs of past presidents and members. The Board requested that Bill photograph the exhibit area and convention activities. Bill reminded the Board to send him archival materials before the new officers and chairs take office.

Action: B. Nelton will distribute a check list of materials to pass along to Archives.

5. Subject: Committee Reports.

5.1 Subject: Ad Hoc Committee on Collection Development.

Discussion: Judy Barnes, reporting for Patricia Bristor, stated that the Committee was reviewing MISHULS data in order to compile a list of journals for institutions to consider as cooperative purchases. Both Norma Powers and Jane Claytor, a member of the Document Delivery Committee, have expressed interest in working on the Committee. Judy said that the Committee will meet at the Conference. Pat Bristor is unable to attend and Judy will chair the meeting in her absence. Judy, also, reported that the Committee will meet in October to discuss the format for data output.

5.2 Subject: Bylaws.

Discussion: Marilyn Schleg agreed to present bylaws changes to the membership if Leslie Behm is unable to attend the Conference. Marilyn said that the Bylaws Committee will set an earlier deadline for next year's changes.

5.3 Subject: Conference Planning.

Discussion: Lea Ann McGaugh reported that the Committee has received 55 to 60 registrations. They have decided to waive late fees because the forms were distributed later than usual. Lea Ann asked for a decision on cancelling the CE courses because registration for both classes was low. The Board suggested that the Committee offer the courses. The consensus was that classes would fill by the start of the Conference.

Carole Gilbert reported that the Education Committee was in the process of confirming speaker attendance. She said that conference expenses will be greater than anticipated because of increased air fares

Betty Crawford reported for Local Arrangements. The Committee plans seventeen tables in the exhibit area. Betty has received checks from thirteen exhibitors including contributions from FAXON and NCME.

5.4 Subject: Document Delivery.

Discussion: Dave Keddle reported that the Committee has distributed order forms for MISHULS. Dave said the Committee is holding DOCLINE workshops. The workshop sites are in the Detroit, Lansing, Flint, and Muskegon areas. The Committee is soliciting host institutions for the Detroit workshop.

Lynn announced rate increases for ILLs from Wayne State University Science Library. This will be the first increase since 1977.

Lynn told the Board that she had received a letter from a member institution, expressing concern over potential abuse of the Ill network by Hospital Libraries acting as information brokers. She asked the Document Delivery Committee to draft a position statement for the Association and publish it in the Newsletter.

Action: The Document Delivery Committee will draft and publish a policy statement concerning use of the ILL network by institutions acting as for profit information brokers and publish the statement in the Newsletter.

5.5 Subject: Legislation.

Discussion: None. The Committee will be dissolved pending approval of the Bylaws changes..

5.6 Subject: Nominating.

Discussion: Doris Blauet reported that 113 of the 148 ballots mailed to the membership were returned and counted September 14. Lynn reminded Doris to notify the winning officers prior to the Annual meeting.

5.7 Subject: Publications.

Discussion: Diane O'Keefe reported that her last issue would go to the printer Monday, September 19, 1988.

5.8 Subject: State Council.

Discussion: Nancy Winslow announced that the next meeting of the Council will be Wednesday, October 5, 1988. It is scheduled to begin at 5:15 p.m. in the Court of Two Sisters meeting room.

Action: N. Winslow will notify members of the meeting.

5.9 Subject: Technology.

Discussion: Judy Barnes reported that the Technology Directory was completed and would be mailed along with the MISHULS directory. She reported printing expenses of \$130, and recommended reading the MHS LA new article on Quick Doc. The company offers a 10% discount to customers mentioning the article. Judy also reported that the Demo Disc Library is assembled and contains 22 programs. The information regarding the Library will appear in the Newsletter.

6.0 Subject: Local Group Representatives.

6.1 Subject: Mid Michigan Health Sciences Libraries (MMHSL).

Discussion: Judy Barnes reporting for Mary Ann Wallace, said the group approved MHS LA's financial support for publicity for MLA 1990 Local Arrangements Committee.

6.2 Subject: Western Michigan Health Sciences Libraries (WHMSLA).

Discussion: Sandra Swanson reported DOCLINE and Nutshell demonstrations held in the area. According to her information the staff at Glendale Adventist Hospital has requested that the institution be placed in an upper cell.

6.3 Subject: Flint Area Health Science Libraries (FAHLSN).

Discussion: Marilyn Schleg reported FAHLSN members approved MHS LA support of publicity for the MLA 1990 conference. Their fall meeting is has been scheduled. She, also, reported that the group met with personnel from the Mott Library, a landmark occasion.

6.4 Subject: Metropolitan Detroit Medical Library Group (MDMLG).

Discussion: Diane O'Keefe asked for volunteers to work on the MLA 1990 Local Arrangements subcommittees. She announced that the Group has formed a research committee. The new committee plans to publish one research article a year and welcomes new members. Valerie Reid, Henry Ford Hospital and Deborah Adams, Botsford Hospital are the contact persons.

7. Subject: Old Business

7.1 Subject: Committee Appointments.

Discussion: Lea Ann McGaugh asked for confirmation of the following appointments: Leslie Behm, Marilyn Schleg (chair), and Marge Kars - Bylaws; Judy Barnes (chair) - Technology Committee. She reported that Sandra Swanson has agreed to be responsible for publication of the Directory. Lea Ann added that the following committees would need chairs: Document Delivery, Publication, and Audit.

**Action: The appointments were unanimously approved.**

7.2 Subject: Kellogg Telefacsimile Grant.

Discussion: Lynn reported that the grant was not funded. Based on further investigation Mildred Kingsbury suggests that the project is no longer viable because many institutions already have FAX equipment.

7.3 Subject: HIRA Gift.

Discussion: The Board discussed using \$1,000 in support of MLA Local arrangements. The money was to be targeted for publicity. Marilyn Schleg recommended that the Board use the funds for a project with a clearer audiovisual focus. After further discussion the Board agreed that HIRA funds should not be used for the MLA gift and would be held in reserve for special projects. Discussion of additional uses of the HIRA funds was tabled.

**Action: The Board approved the \$1,000 donation to support publicity activities of the Local Arrangements Committee of MLA 1990. HIRA funds will not be used for the donation.**

Lynn asked members to suggest potential donors for the MLA Conference. The following were suggested: Dow, Kellogg, Upjohn, and Little Ceasars.

7.4 Subject: Membership Brochure.

Discussion: Lea Ann, reporting for Mildred Kingsbury and Norma Powers, said that the preliminary sketches for the brochure were unsatisfactory. Mildred and Norma have provided copy of the text for comment and revision.

**Action: L. McGaugh will mail copies of the text for the brochure to the Board for comment at the next meeting.**

8.0 Subject: New Business.

8.1 Subject: MHA Affiliation>

Discussion: Lynn has signed the official affiliation between the Michigan Hospital Association and MHSIA. She currently receives mailings from the Association. Since the annual Council meeting will take place at the same time as the 1988 Conference, Lynn said she will be unable to attend.

8.2 Subject: 1989 Educational Conference, Mackinaw

Discussion: Lea Ann McGaugh reported on the results of the Association's 1989 Conference Planning Committee's site visit on Mackinaw Island. The following arrangements were offered: large exhibit and three free meeting rooms; free AV equipment; \$95 per person per room + 18% tipping + 4% sales tax + \$3.50 baggage and handling are room rates. The room rate includes breakfast and dinner. Lea Ann said the Conference will be expensive. Conference dates are Wednesday, Thursday, and Friday, September 13 - 15, 1989. Early registration will be Tuesday, September 12. The Planning Committee will need assistance from MHSIA affiliates.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted

Sandra I. Martin  
Secretary





# Michigan Health Sciences Libraries Association

## MHSLA EXECUTIVE BOARD MEETING Sheraton Fashion Square Saginaw, Michigan October 4, 1988

### Affiliated Groups

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

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- Lynn Sorensen Sutton, President
- Lea Ann McGaugh, President-Elect
- Stephanie C. John, Past-President
- Sandra I. Martin, Secretary
- Carol Aebli, Treasurer
- Bill Nelton, Archivist
- Marilyn Schleg, FAHSLN
- Diane O'Keefe, MDMLG, Publications
- Mary Anne Wallace, MMHSL
- Kay Kelly, TAMIC
- Melba Moss, TAMIC
- Mildred Kingsbury, Local Arrangements 1989, UPHSLC
- Sandra Swanson, WMHSLA
- Leslie Behm, Bylaws Committee
- David Keddle, Document Delivery Committee
- Betty Marshall, Document Delivery Committee
- Carole Gilbert, Education Committee
- Betty Crawford, Local Arrangements, 1988
- Doris Blauet, Nominating Committee
- Judy Barnes
- Nancy Winslow, State Council
- Lorraine Obrzut, Legislation
- Patricia Bristor, Collection Development
- Jane Claytor, Incoming Treasurer

Lynn Sorensen Sutton, President called the meeting to order at 8:10 p.m.

1.0. Subject: Presidential Remarks.

Discussion: Lynn Sutton announced that Barbara Kormelink agreed to serve as Parliamentarian for the Annual Business meeting, October 5, 1988. She thanked the Board members for their cooperation in compiling the Association's procedure manual, which will go to Lea Ann McGaugh as incoming President. Lynn, also reviewed a suggested time table for the Association based on 1988 activity.

Lynn reviewed the agenda for the Business meeting. Stating that one hour was allotted for the meeting, she asked members to briefly summarize activity and ask for questions from the general membership. She reported that Patricia Bristor resigned as chair of the Ad Hoc Committee on Collection Development and that Judy Barnes agreed to present the Committee report. Lynn said that the two items which would be presented

under New Business were: MLA certification/credentialing, which Carole Gilbert would introduce; and the CD-Rom project, which involves Dave Kedde's recommendation to establish a committee to locate funding sources to subsidize the placement of CD-Rom equipment in Michigan health science libraries. The Board discussed Dave's recommendation and approved presentation to the membership.

## 2.0 Secretary's Report

Discussion: Sandra Martin asked for acceptance of the minutes of the September 16, 1988 meeting. The minutes were approved as corrected.

## 3.0 Treasurer's Report

Discussion: Carol Aebli distributed copies of the Treasurer's report which detailed the Association's balance of \$22,375.85. She was asked to include this figure as an update to her oral summary at the Business meeting. Carol reported 161 members as an Association all time high. Carol, also, distributed the revised membership registration form.

The Board discussed a "glitch" in the system which allows individuals to receive the newsletter after their membership has expired. Agreeing that only current members should receive the newsletter, the Board proposed the inclusion of a membership expiration date on mailing labels. Judy Barnes stated that the membership expiration date is included in the database she is creating for the Association and that it will print on mailing labels.

Action: C. Aebli will revise membership forms to include the name and address of the incoming treasurer.

Action: The incoming treasurer will copy and distribute incoming forms for the Technology, Document Delivery and Publications Committees.

Lynn discussed instructions for making the Association's contribution to MLA 1990 Local Arrangements Committee. She instructed Carol to make MHSLA's check for \$1,000 payable to the Medical Library Association and to include specific instructions from the President stipulating that the funds are to be used by the Local Arrangements Committee.

Action: L. McGaugh will develop the cover letter including instructions for the MHSLA \$1,000 contribution to MLA 1990. The cover letter and check will be sent to Sharon Phillips, MLA 1990 Local arrangements chair. C. Aebli will make the check payable to MLA.

## 4.0 Archives

Discussion: Bill Nelton stated that he was prepared to accept archival material from the membership. He asked if there was an assigned photographer for the Conference. He was informed that Stephanie John and Judy Barnes agreed to photograph Conference proceedings.

## 5.0 Committee Reports

### 5.1 Ad Hoc Collection Development

**Discussion:** Judy Barnes reported that except for brief communications with MISHULS the Committee remained virtually inactive, but had planned to meet during the Conference to discuss the output format for Ill information. Lynn reviewed the Committee membership roster which, currently, includes Norma Powers, Jane Claytor, and Kay Kelly.

### 5.2 Conference Planning

**Discussion:** Lea Ann reported that there were 62 registrants for the Wednesday sessions ;67 for the Thursday sessions; 50 for the banquet; 16 for the Promotional materials workshop; and 12 for the legal research workshop. Lynn requested that the Committee compile a list of total overall registrants for use in future planning. Lea Ann expressed her concern over apparent declining numbers, citing higher registrations at St Clare and Kalamazoo.

**Action:** The Conference Planning Committee will compile registration information/statistics including the numbers of total registrants.

Lea Ann introduced the problem of filled workshops and asked for solutions from the Board. Because of room size late registrants for four filled workshops would have to take second choice. The Board recommended that members of the Education Committee check to see that early registrants were seated first and then allow other interested participants to be seated as space allowed.

The Board discussed procedures for speaker reimbursement. Speakers are to be alerted to make application for reimbursement to the Association.

**Action:** Carole Gilbert and Gayle Williams will arrange speaker's application for reimbursement for conference activities.

The Board discussed an honorarium for the banquet speaker, Tony Armstrong. Although \$50 to \$100 is the norm, the Board decided to send Mr. Armstrong, who declined an honorarium, a thank you letter in lieu of payment.

**Action:** L. McGaugh will develop and send the Thank you to the Banquet speaker, Tony Armstrong.

### 5.3.1 Local Arrangements

Betty Crawford reported that November 3 would be the last meeting of the 1988 Local Arrangements Committee.

### 5.3.2 Committee Assignments/ Executive Board Meetings 1988/89

Discussion: Lea Ann announced the following Committee Assignments: Document Delivery - Dave Keddle, cochair, Betty Marshall, cochair, Jane Claytor, Doris, Blauet, Barbara Kormelink, Doris Mahoney, Ellen O'Donnell, Viju Karnik, Norma Powers, Martha Studaker, and Jill Van Buskirk; Collection Development - Judy Barnes, Leslie Behm, Chair, Jane Claytor, Kay Kelly, Norma Powers, and Nancy Winslow; Education - Carole Gilbert, chair, Janet Everitt, Lois Huisman, Heidi Koch, Yvonne Mathis, Nancy Nicholson, Gayle Williams, Janet Zimmerman; Publications - Nancy Winslow, Chair, Sandra Swanson, Bonnie Swegles, Nancy Ward; Technology - Judy Barnes, Chair, Richard Barnes, Mildred Kingsbury, Mollie Lynch, Donna Marshall, Marilyn Schleg, Barbara Shipman. In addition she asked for Board approval for the formation of an Ad Hoc Committee on Long Range Planning. The Board voted unanimous consent. Lea Ann thanked the committee present who agreed to continue serving.

Action: L. McGaugh will appoint members to serve on the Ad Hoc Committee on Long Range Planning.

Lynn reminded the Board that passage of the new Bylaws would mean the formation of an Audit Committee. Both Bill Nelton and Leslie Behm agreed to serve.

Action: Contingent to the passage of the Bylaws, B. Nelton and L. Behm will serve on the Audit Committee.

Lea Ann announced the following schedule of Executive Board meetings:

Tuesday, December 6, 1988 - Providence Hospital  
February/March, 1989 - First Week  
May, 1989 " "  
July, 1989 Third Week

In order to accommodate conflicting schedules meeting days will rotate starting with the Tuesday meeting in December.

### 5.3.3 1989 Local Arrangements Committee

Discussion: Mildred Kingsbury informed the Board that the 1989 Educational Conference will begin September 13 and run through September 16. Registration for the Conference will begin Tuesday, September 12. She stated that Barbara Kormelink will survey non registrants for the 1988 Conference to provide guidance in 1989 Conference planning.

Mildred reported that members of the Committee met at the site of the Conference. Meeting date and rooms have been confirmed with the Grand Hotel. She agreed to announce the lower room rates at the 1988 Business Meeting. Mildred announced the next scheduled meeting of the Committee for October 10, 1988 a.m.

### 5.3.4 Document Delivery

Discussion: None.

### 5.3.5 Nominating

Discussion: No comment from the chair, Doris Blauet.

Lynn stated that she notified all newly elected officers of the results. Members of the election committee were not notified. Lea Ann questioned the need for secrecy once newly elected officers have been notified. After discussion Board consensus was that the need to involve incoming officers in Board activity superceded the requirements of secrecy.

**Action:** The Board approved removal of the "gag order" once candidates have been notified of election results.

### 5.3.6 Publications

Discussion: Diane O'Keefe announced that the Newsletter was distributed on schedule.

### 5.3.7 State Council

Discussion: Nancy Winslow informed members that she contacted Ruby May at the Regional Medical Library to verify that the proposed revision to State Council meetings met requirements. Leslie Behm asked Nancy to send procedural changes to the Bylaws Committee.

**Action:** N. Winslow will send formal changes to State Council procedures to the Bylaws Committee for revision to the Constitution and Bylaws.

### 5.3.8 Technology Committee

Discussion: Judy Barnes distributed the 1989 Committee goals which were developed after phone conversations with members. She announced distribution of the Technology Directory.

### 5.3.7 Membership Brochure

Asking for Board input Mildred Kingsbury distributed copies of a proposed new member brochure. She quoted the following printing costs: 500 @\$561; 750 @\$572; and 1,00 @ \$583. Board members favored continuing the project and asked Mildred to investigate additional costs for printing 2,000 brochures. The Board felt that copies should be distributed to the general membership at least once as well as to new members and speakers. Members also suggested that the Association make copies available at the 1989 and 1990 MLA Conferences.

**Action:** M. Kingsbury will investigate printing costs for 2,000 membership brochures and obtain presidential approval for additional costs.

6.0 New Business

6.1 MACHIS

Discussion: Dave Keddle announced the formation of a new organization, the Michigan Association of Consumer Health Information Specialists (MACHIS). The officers are: Dave Keddle, president; Judy Barnes, secretary; and Linda Ellers, treasurer. Judy stated that information about the Association would be available during the Conference.

6.2 Support Staff Programming("Mini/ Micro" Conference)

Discussion: The Board discussed programming for support staff and their role in the Association. Carole Gilbert, stating that the idea was discussed in Education Committee meetings, suggested that a DOCLINE workshop could be geared toward support staff. Dave suggested that the Association sponsor a one day long meeting, which would allow support staff the opportunity to participate in Association activities and would address staffing concerns and cost restraints encountered with longer meetings. Carole agreed to discuss the option of scheduling a workshop with the Education Committee. Judy Barnes stated that the Mid Michigan Group had held similar discussions and suggested the Lansing area as a possible site because of its central location. Judy agreed to ask the Mid Michigan Health Science Libraries for their participation in sponsoring the conference. Based on continuing interest in basic library courses, the Board recommended offering the workshop to non MHSLSA institutions as well.

Action: C. Gilbert and J. Barnes will work with the Education Committee and the Mid Michigan Health Sciences Libraries in sponsoring a one day "mini/Micro" workshop for support staff and non MHSLSA institutions to be held Spring, 1989.

7.0 Adjournment

Lynn Sorensen Sutton thanked the Board and Committee chairs for their hard work.

The meeting adjourned at 10:03 p.m.

Respectfully submitted



Sandra I. Martin



# Michigan Health Sciences Libraries Association

## MHSLA EXECUTIVE BOARD MEETING

Providence Hospital  
Southfield Michigan  
December 6, 1988

Affiliated Groups	P	A	
Flint Area Health Sciences Library Network	X		Lea Ann McGaugh, President
Metropolitan Detroit Medical Library Group	X	X	Diane O'Keefe, President-Elect, MDMLG
Mid-Michigan Health Sciences Libraries	X		Lynn Sorensen Sutton, Past President
Northern Michigan Health Sciences Libraries Group	X		Sandra I. Martin, Secretary
Thumb Area Medical Information Consortium	X		Jane Claytor, Treasurer
Upper Peninsula Health Science Libraries Consortium		X	Bill Nelton, Archivist
Valley Regional Health Science Librarians		X	Ria Lukes, FAHSLN
Western Michigan Health Sciences Libraries Association		X	Mary Anne Wallace
	X		Kay Kelly, NMHSLG
		X	Melba Moss, TAMIC
	X		Mildred Kingsbury, UPHSLC, Local Arrangements, 1989, Nominating
		X	Stephanie John, VRHSL
	X		Sandra Swanson, WMHSLA
		X	Leslie Behm, Audit Committee, Collection Development
	X		Marilyn Schleg, Bylaws Committee
	X		Doris Blauet, CD-ROM
		X	David Keddle, Document Delivery Committee
	X		Betty Marshall, Document Delivery Committee
	X		Carole Gilbert, Education Committee
		X	Marge Kars, Long Range Planning Committee
	X		Nancy Winslow, Publications
	X		Judy Barnes, Technology

Lea Ann McGaugh, President, called the meeting to order at 10:15 a.m.

### 1.0. Subject: Presidential Remarks.

Discussion: Lea Ann reported committee assignment activity. Dina Nameth and Nancy Ward have both resigned from Publications. Louise Dorman and Esther Yen have indicated a desire to serve. Lea Ann asked Sandra Martin to distribute the Executive Board Roster and Address Lists.

Lea Ann reviewed arrangements for the 1989 Executive Board meetings. The next meeting is scheduled for Friday, March 17 at Flint Osteopathic Hospital. The meeting will begin at 11:00 a.m. The Conference Committee will meet at 10:00 a.m. Lea Ann continued with the following schedule: Tuesday, May 9, 1989 - Butterworth Hospital, Grand Rapids; Friday, July 21, 1989 the "new" Library of Michigan. Bill Nelton will arrange the July meeting.

As update of Presidential activity Lea Ann said that she had filed the Association's application for entry in the Michigan Associations Directory. In addition both the MHSLA contribution to MLA 1990 Local

Arrangements Committee and the thank you letter to Mr. Tony Armstrong were sent.

The Board discussed briefly results from the Conference Survey questionnaire which was developed by Barbara Kormelink.

2.0 Subject: Secretary's Report.

Discussion: Sandra Martin asked for additions and corrections to the minutes of the October 4, 1988 Executive Board meeting. After discussion Betty Marshall moved acceptance as corrected. Judy Barnes seconded.

In addition Sandra asked for additions or corrections to the draft of the annual meeting, which was distributed with the membership renewal forms. Formal approval of the Business Meeting minutes will take place at the annual meeting.

3.0 Subject: Treasurer's Report

Discussion: Jane Claytor distributed the report received from Carol Aebli and said that she and Carol would meet in December to finalize the records transfer.

The Board discussed projected Conference losses of \$3,492.24. Unexpected travel fare increases were isolated as contributing to the losses. Lea Ann voiced a concern that yearly activity might exceed the Association's balance. She gave newsletter printing costs as an example of activity which would need financing. Nancy Winslow suggested printing fewer issues and in-house printing to curtail expenses. Cost recovery for MISHULS was discussed as well.

**Action: The Board recommended reducing the number of Newsletter issues from four to three per year.**

Because of the projected deficit Lea Ann raised the question of a dues increase. Brief discussion followed. Board members suggested the following cost saving measures: a call for volunteers/donations from the membership; a shortened newsletter; placing a "cap" on speaker expenses. Further discussion of the increase was tabled until the March meeting.

**Action: L. McGaugh will include discussion of a dues increase on the March 17 agenda.**

The Board discussed 1989 projections. Jane requested that an accountant review the Association's financial records. The Audit Committee also recommends this action. Jane asked committee chairs present to discuss their projections. Marilyn Schleg presented a request on behalf of the Bylaws Committee to purchase Word Perfect 5.0. The Word processing program could be used for both Bylaws changes and Newsletter production. Judy Barnes offered to test Word Perfect with production of the January issue.

**Action: J. Barnes and N. Winslow will test the feasibility of using Word Perfect for Newsletter production. The next issue will be a photocopied rather than printed product. The Executive Board will make further production recommendations after the first run.**



During the presentation of the Document Delivery Committee projections the Board discussed MISHULS production. Betty Marshall was asked to investigate current pricing and cost recovery.

**Action: B. Marshall will evaluate MISHULS cost recovery including any necessary price increase and purchase/ expense patterns.**

**Action: J. Claytor will include projected income from committees in future reports.**

During presentation of potential expenses for the Education Committee Carole Gilbert asked if the Committee should include an inflation factor to allow for increases in transportation costs. The Board directed Carole to include the factor in her budget projection.

**Action: N. Winslow moved acceptance of the draft of the 1989 budget as amended. Seconded by D. Blauet the motion carried.**

**Action: L. McGaugh will ask N. Powers to hold further production of the membership brochure until further direction from the Board.**

4.0 Subject: Archivist Report.

Discussion: Bill Nelton reported that a MHSLA display depicting membership distribution throughout the state was exhibited at the Lansing Convention Center during Capital Health Promotion Days. The exhibit also includes historical information. The Board suggested that Bill exhibit the display at the Annual Meeting and contact Dina Nameth to discuss its inclusion at the MLA Boston meeting.

5.0 Subject: Committee Reports.

5.1 Subject: CD ROM.

Discussion: Doris Blauet had no formal report because the Committee had not met.

5.2 Subject: Collection Development.

Discussion: Lea Ann reported that Leslie Behm is planning to meet with her committee in January or February. Leslie has drafted a letter for distribution to the membership concerning the journal project.

5.3 Subject: Long Range Planning.

Discussion: Lea Ann reporting for Marge Kars said the committee has isolated the following focal points: research, MLA Chapter status, Dues, Education, Long Range Planning Committee status, and institutional memberships. Lynn Sutton added the group consensus which is that MHSLA must insure the health of individual libraries in order to insure the health of the Association.

5.4 Subject: Audit Committee.

Discussion: Lea Ann reviewed the report from Leslie Behm which included the Committee's goals and objectives and asked for comment. The

Committee asked for Board approval to have an accountant set up the Associations' books according to accepted standards and practices. Leslie plans to submit a full report by the next meeting.

**Action: L. Behm will obtain estimates for accountant fees for setting up the Association's books.**

**Action: M. Schleg will obtain procedural information on setting up accounts.**

5.5 Subject: Bylaws.

Discussion: Marilyn Schleg reviewed the timetable. August 8 is the deadline for distributing revisions to the membership. Marilyn plans a conference call to the committee in January to isolate sections needing revision. Preliminary areas isolated are: Document Delivery and State Council structure. Based on anticipated substantive changes Marilyn suggested mailing the Bylaws with revisions on 8 1/2 x 11 paper rather than in booklet form as previously recommended. She asked the Board to recommend recipients for the mailing.

**Action: M. Schleg will distribute the Bylaws to 1989 paid members.**

5.6 Subject: Conference Planning

5.6.1 Subject: Education.

Discussion: Carole Gilbert announced the theme for the 1989 conference: Grand Foundations and Grand Opportunities. She reviewed the schedule, asking for Board input. The schedule included 2 CE courses: Basic Budgeting and Gerontology and Gerontological Information Sources. The Committee has scheduled Kaycee Hale as the keynote speaker. Carole relayed the concern over rising speaker costs and asked for ideas to reduce increases. The Board discussed a flat fee or honorarium for contributed papers rather than the room, board, mileage and conference registration provided in the past. An additional suggestion for conference activity was a contest involving participants which will increase exhibit attendance.

**Action: The Board approved a flat rate of \$50 per contributed paper.**

**Action: J. Claytor will pass along the contest/drawing suggestion to D. Keddle.**

5.6.2 Subject: Local Arrangements.

Discussion: Lea Ann reviewed Mildred Kingsbury's activities including her goals and time lines. Millie has distributed letters to potential contributors and has already received some positive responses. She reports that she is trying to keep a lid on costs. Carole Gilbert suggested eliminating one day registrations. There will be a minimum two day fee.

5.7 Subject: Document Delivery.

Discussion: Betty Marshall reported that the updated tapes would be sent to NLM on February 10, 1989. She asked the local area

representatives to remind their constituents of the January 15 deadline for corrections to be included in the February tape. The first meeting of the new year is planned for March, 1989.

Sandra Martin asked if the Committee could provide an illustration or chart which explains the basis of the various lists. The request arose out of discussions with members of MDMLG. Lynn said that the information was supplied in her article in the 1984 MLA Bulletin.

**Action: L. Sutton will check the existing chart for comprehensiveness. It should include GRMLN and SERHOLD information.**

5.8 Subject: Nominating Committee.

Discussion: Mildred Kingsbury has made preliminary inquiries for candidates. Based on the results she questioned the need to have more than one candidate per office. After a brief discussion the Board recommended that Millie for the current year continue to solicit more than one candidate.

5.9 Subject: Publications.

Discussion: Nancy Winslow announced deadline dates, the January 21, May 21 and July/August mailing dates and said that the first issue for 1989 would be distributed in January. She also reviewed the Committee goals.

**Action: N. Winslow will revise the Committee procedure manual restricting publication to three issues per year.**

5.10 Subject: State Council.

Discussion: Nancy Winslow distributed a draft of the revised Council structure and asked for comment and Board approval. After discussion the Board decided to hold final approval until the draft has been approved by Ruby May, GRMLN.

**Action: N. Winslow will submit the revisions to Ruby May for approval and clarification. M. Schleg will amend the Association's Bylaws to reflect the GRMLN determination.**

5.11 Subject: Technology.

Discussion: Judy Barnes reviewed Committee goals and reported that the new database contained 1987 information on 175 persons. The names have been coordinated with a MISHULS or MHSLA designation. In addition the Committee plans to continue producing updates to the technology directory, and to survey participants on its utility. The survey will contain questions relating to how much participants would be willing to pay for its production. The Board recommended that cost recovery be included in production considerations.

5.12 Subject: Local Groups.

5.12.1 Subject: FAHSLN.

Discussion: Ria Lukes, Chair, reported results of recent elections.

FAHSLN plans to meet with Public Librarians during 1989 to discuss cooperation.

5.12.2 Subject: MDMLG.

Discussion: None.

5.12.3 Subject: WMISLA.

Discussion: Sandra Swanson reported that one of the CE courses projected for WMISLA is an April Dialog training session. On behalf of Janet Zimmerman, Foot Hospital, Judy Barnes requested that Local Area Reps send a list of people who would be interested in a support staff/technician workshop.

6.0 Subject: Old Business.

Discussion: Lea Ann announced the December 14 Michigan State University Librarians meeting and said that concerns for the meeting should be sent to Stephanie John.

Ivan Sutton asked about progress on the position statement regarding for profit hospitals under development by the Document Delivery Committee.

The meeting adjourned at 4:13 p.m.

Respectfully submitted



Sandra I. Martin