



Michigan Health Sciences Libraries Association

MHSLA EXECUTIVE BOARD MEETING
Flint Osteopathic Hospital
Flint, Michigan
March 17, 1989

Affiliated Groups

Table with 2 columns: Affiliated Groups and a grid of 'P' and 'A' checkboxes. Groups include 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 Science Libraries Consortium, Valley Regional Health Science Librarians, and Western Michigan Health Sciences Libraries Association.

- List of attendees and roles: Lea Ann McGaugh, President; Diane O'Keefe, President-Elect, MDMLG; Lynn Sorensen Sutton, Past President; Sandra I. Martin, Secretary; Jane Claytor, Treasurer; Bill Nelton, Archivist; Ria Lukes, FAHSLN; Mary Anne Wallace MMHSL; Kay Kelly, NMHSLG; Melba Moss, TAMIC; Mildred Kingsbury, UPHSLC, Local Arrangements 1989, Nominating; Stephanie John, VRHSL; Sandra Swanson, WMHSLA; Leslie Behm, Audit Committee, Collection Development Committee; Marilyn Schleg, Bylaws Committee; Doris Blauet, CD-ROM; David Keddle, Document Delivery Committee; Betty Marshall, Document Delivery Committee; Carole Gilbert, Education Committee; Nancy Winslow, Publications; Judy Barnes, Technology.

1.0 Call to Order

Lea Ann McGaugh, President, called the meeting to order at 10:02 a.m.

2.0 Subject: Presidential Remarks.

Discussion: Lea Ann Announced Dave Keddle's appointment to the GMRMLN Executive Board. She also announced the following Board meeting changes: the meeting scheduled for Tuesday, May 9 will be hosted by Judy Barnes at Lansing General Hospital, the following meeting will be hosted by Bill Nelton Friday, July 21 at 9:30 a.m. in the Lake Superior Room at the State Library.

Lea Ann requested that annual reports, which are due earlier this year, be typed on MHSLA letterhead and submitted to Mildred Kingsbury by August 1, 1989. In addition Lea Ann thanked the Board for submitting committee objectives.

Action: Annual reports should be typed on MHSLA letterhead and submitted to M. Kingsbury by August 1, 1989.

Lea Ann reported receiving the following correspondence: a note from Pat Wolfgram which urged the Board to send a thank you to Betty Crawford for her contribution to the Association. Although such action is not normal practice, it was approved for both Betty Crawford and Hildegard Joseph. Lea Ann also reported receiving a request for a donation to the Earthquake relief fund. After discussion the Board rejected approval of the donation

Action: L. McGaugh will send acknowledgments to H. Josef and B. Crawford for their contributions to the Association.

Action: Approval of Donations for the Earthquake Relief Fund were rejected.

3.0 Subject: Secretary's Report.

Discussion: Sandra Martin asked for corrections to the minutes of the December 6, 1988 meeting. After discussion Mildred Kingsbury moved and Betty Marshall seconded acceptance as corrected.

Action: The minutes were approved as corrected.

4.0 Subject: Treasurer's Report.

Discussion: Jane Claytor distributed copies of the revised budget, reporting a balance of \$6,338.29. Jane said that the following checks issued in November of 1988 had not cleared and were reported missing: 1) \$1,000 contribution to the MLA 1990 Local Arrangements Committee, which Sharon Phillips never received; and 2) a check for \$329.89 made out to the Valley Regional Health Sciences Libraries Association for conference expenses. The Board recommended that Jane issue new checks pursuant to "Stop Payments" for both missing items.

Action: J. Claytor will arrange stop payments for missing checks for MLA 1990 Local Arrangements and for VRHSL. She will give the reissued MLA check to Lynn Sutton.

Action: J. Claytor and S. John will locate a contact to make arrangements for reissuing the check to the VRHSL.

The Board discussed the format for reporting budget activity and asked if figures for the same period 1987 were available. Reviewing budgeted items board members indicated some possible savings and other income which should be included to provide a more accurate picture of the Association's financial status. L. Behm stated that the Audit Committee wanted to review the record keeping mechanism with Jane. After some additional discussion the Board recommended that the contribution of Ms Sue Ellen Hozman, Lansing General Hospital, toward publication of the newsletter and directory be acknowledged.

Action: N. Winslow will publish acknowledgment of Lansing General Hospital's contribution in the MHSLSA Newsletter.

Action: J. Claytor and L. Behm will develop a budget format which reflects all expenses and income. The format will be presented separate from the treasurer's report.

The Board also discussed mechanisms of bonding the treasurer; recommending bonding in the amount of \$20,000 for 2 1/2 years.

Action: M. Schleg moved and D. Blauet seconded bonding the treasurer in the amount of \$20,000 for a period of 2 1/2 years. The motion carried.

Action: The Board recommended that bonding fees be included in the treasurer's budget.

Action: All officers, Board members and committee chairs should submit projected expenditures and income to the treasurer. Projections should include institutional/individual contributions to provide a more accurate picture of the Association's total expenses.

Jane requested approval of payment of \$255.38 for printing work on the membership brochure. Lea Ann explained that the amount was previously authorized and directed Jane to issue the payment.

Action: D. Blauet moved and M. Wallace seconded approval of the treasurer's report.

5.0 Subject: Archivist's Report.

Discussion: Bill Nelton requested that the Board continue to submit reports and pictures. He said that he has developed a 4' x 7' display which incorporates the following wording from the membership brochure: "purpose, benefits, and history." The Board suggested that the display be placed in the Library of Michigan.

Action: B. Nelton will make arrangements for placing the display in the Library of Michigan.

6.0 Subject: Committee Reports.

6.1 Subject: Ad Hoc Committee on CD-ROM.

Discussion: Doris Blauet reported that the Committee surveyed the membership to ascertain the level of interest in the CD-ROM project. The response was overwhelmingly in favor of the project. In addition a number of members have volunteered to assist in developing grant proposals.

6.2 Subject: Ad Hoc Committee Long Range Planning.

Discussion: Lynn Sutton reported for Marge Karz on Committee activity. Members were asked to comment on each of the issues previously isolated. The issues of institutional membership and dues increase engendered such discussion that they have been specifically targeted for further investigation. The Committee will meet within the next month to discuss general long range plans.

6.3 Subject: Audit Committee.

Discussion: Leslie Behm distributed copies of a sample format for the treasurer's report, income and expenditure ledgers suggested by Mr. Richard Crandall, accountant. Leslie recommended that the Board adopt the proposed format with the addition of a "gift" column, which indicates individual/institutional donations, to the income ledger. She added that Mr. Krandell was investigating ledger books which would be suitable. Board members discussed the possibility of automating the suggested format in the future.

Action: L. Behm moved and B. Marshall seconded adoption of the proposed bookkeeping formats. The motion carried.

Action: M. Schleg will express the Association's gratitude to Mr. R. Crandall, her father, for his assistance. L. McGaugh will follow up with a formal acknowledgment at the end of the year.

6.4 Subject: Bylaws Committee.

Discussion: Marilyn Schleg reported that the Committee has reduced previous budget projections to \$220 which includes postage and which eliminates a request for word processing software. Marilyn asked Board members to assist in distributing the revised Bylaws. During the year the Committee will review and revise the following areas: president elect vacancy; State Council restructure; Document Delivery Committee.

L. Behm asked for Board direction on the issue of a single candidate slate. Members discussed the following issues: 1) the single candidate slate is a recurring theme; 2) the insistence on presenting more than one name may deplete the leadership and the number of viable candidates for office; 3) the necessity of bylaws revision. The Board further discussed possible election procedures including balloting.

Action: M. Kingsbury moved and J. Claytor seconded support of the one candidate slate and charged the Bylaws Committee with examining and drafting bylaws to incorporate the necessary provisions. The draft will be submitted to the Board by the May meeting.

Action: The Committee will develop a letter describing the change which will accompany the new revisions.

6.5 Subject: Conference Planning.

6.5.1 Subject: Education.

Discussion: Carole Gilbert distributed copies of the workshop schedule and estimated conference and speaker expenses. The Board assisted in resolving some scheduling conflicts as Carole reported on additions and corrections. Board members isolated a need for small group meeting space. Carole reminded the Board to submit questions for the Apple, e Users workshop to Judy Barnes.

Action: M. Kingsbury will check availability of rooms for small meetings.

The Board discussed conference expenses. Carole reported a total cost for both CE courses of \$2700. \$100/ 15 participants and \$125/ 12

participants are break even fees. The speakers have been given a maximum expense amount. Carole added that local speakers have been informed that they will receive mileage and lodging. Total program costs were projected at \$7500.

Action: J. Barnes moved and D. Blauet seconded setting CE course fees of \$125/member and \$150/nonmember. The motion carried.

Carole responded to the David Keddle/Caryl Scheuer memo regarding the 1988 Conference report and Survey. She said that the Education Committee took exception to some statements. Of note is the fact that the amount of free resources is not unlimited but is dwindling. Carole also pointed out that funds are being used in accordance with the wishes of the membership subject to Board approval. The Conference is intended to be self supporting. Further discussion highlighted the fact that the Board is currently addressing some of the other concerns espoused including regulation of speaker fees. The Board suggested sending a response to Dave describing recent activity.

Action: L. McGaugh will respond to D. Keddle and C. Scheuer thanking him for bringing some mutual concerns to the Board's attention and stating that the issues of bringing conference costs and the Association finances in line, as well as that of soliciting local and national expertise are being addressed.

6.5.2 Subject: Local Arrangements.

Discussion: Mildred Kingsbury reported projected total local arrangement expenditures of \$4,333. Her goal is to raise \$3,000 to \$4,000 in vendor contributions to cover some of the expenditure. To date 16 vendors have agreed to exhibit. Space is available for an additional 7 vendors. Vendor fees were set at \$100. Millie also reported that the initial mailing and publicity arrangements are under way.

Action: D. O'Keefe will collect all fee and cost information for both Education and Local Arrangements and prepare a conference budget to present at the May meeting so that the Board can set conference registration fees.

6.6 Subject: Document Delivery.

Discussion: Betty Marshall reported that a combined DOCLINE invoice for 1988 and 1989 will be mailed to participants during the month. The charge is \$20/institution. The Board discussed the projected fee increases for the product to ensure cost recovery. Betty also questioned the practice of charging MLC and MISHULS participants the same fee. Lynn stated that MHSLA has a gentleman's agreement with MLC established some years ago.

Action: The Board recommended continuing the agreement with MLC to charge the participant fee for MISHULS.

Action: B. Marshall moved and D. Blauet seconded the following increases for MISHULS: 1) MISHULS participants - \$35/ Fiche copy, \$60/ paper copy; 2) Non-participants - \$60/ fiche copy, \$110/ paper copy.

6.7 Subject: Nominating Committee.

Discussion: Mildred Kingsbury reported that the following members have agreed to run for office: President - Marge Kars and Deborah Adams; Secretary - Judy Barnes and Lois Huisman; Nominating Committee - Norma Powers, Sandra Martin, Mary Joe Wyels, David Keddle, Marilyn Schleg, Theresa Scram. Only two local area groups remain to submit candidates to the nominating committee. Millie will complete the slate upon hearing from them and submit it to the Board for approval at the May meeting.

6.8 Subject: Publication.

Discussion: Nancy Winslow asked for Board reaction to the revised newsletter format. Members voiced their general approval of the format and recommended its continuance. Nancy also announced the revised publication schedules. The third newsletter will be available July 31. Lea Ann thanked Nancy for her efforts.

Action: L. McGaugh will prepare an article for the newsletter to promote the 1989 annual conference.

6.9 Subject: State Council.

Discussion: Nancy Winslow reported that she is still awaiting approval of the Council restructure from GRMLN. She will notify the Bylaws Committee to make the necessary revisions as soon as she receives word from Ruby May.

6.10 Subject: Technology Committee.

Discussion: Judy Barnes reported that the membership directory database will be updated. Judy recommended developing guidelines for distributing mailing labels. The Board discussed the advisability of updating the Technology Directory. Judy would like to survey the membership to determine the directory's use. She suggested including a portion on technology in the upcoming hospital survey and would like to work with Dina Nameth and the survey committee.

Action: The Technology Committee will delay production of the Directory for one year.

Judy reported plans to submit an article to the Newsletter concerning a shareware program which will enhance the use of contemporary disc drives. She will include one or two other programs with library application as well. The Committee has discussed developing a workshop on data and file transfer over telecommunication lines.

7.0 Local Area Representatives.

7.1 Subject: FAHSLN.

Discussion: Ria Lukes reported that FAHSLN has made preliminary arrangements for a one day conference in 1990. As envisioned the conference will include a keynote speaker, business meeting and

workshops. In an effort to save costs it is anticipated that the keynote speaker will also conduct one of the workshops. FAHSLN is attempting to keep fees as low as possible. Ria asked the Board for additional suggestions. Lea Ann recommended that the Network obtain a local speaker.

7.2 Subject: MDMLG.

Discussion: None.

7.3 Subject: MMHSL

Discussion: Mary Ann Wallace announced the election of Judy Barnes and Doris Asher as WMHSLA chair and secretary respectively. WMHSLA has prepared a syllabus of the search enhancements from the fall NLM Technical Bulletins which was distributed during the past meeting.

7.4 Subject: VRHSL

Discussion: In lieu of a formal report from VRHSL Stephanie John announced that the previously described meeting with the Michigan State University librarians was very unsatisfactory. In addition Stephanie announced that she sent an expression of her concern for BRS since the takeover to Macmillan. Her plea for continued good service was answered and she will submit copies to Nancy for publication in the MHSLA Newsletter.

Action: S. John will submit copies of her letter and the response to N. Winslow for publication.

7.5 Subject: WMHSLA.

Discussion: Sandra Swanson reported that WMHSLA plans a DOS workshop which will include discussion of front end programs at the June meeting.

7.6 Subject: UPHSLC.

Discussion: Mildred Kingsbury reported that CD-Rom capability will be available at Marquette General within in the next two months. In addition her library holdings will be available in NOTIS by the summer.

8.0 Subject: Old Business.

Discussion: In response to questions from Jane Claytor concerning mailing labels for bylaws distribution Marilyn reported that the Bylaws were distributed to thosers who were paid members for 1989.

9.0 Subject: New Business.

9.1 Subject: Dues Increase.

Discussion: Lynn Sutton reported on discussion in the Long Range Planning Committee of a dual membership categories; stating that opinion was divided among Committee members. Lynn distributed copies of the Proposal to Investigate Establishment of Dual Membership Categories: Institutional and Personal, which incorporates discussion of dues issues. Although the proposal reflects her ideas and not a Committee consensus, the Board was asked to review the document as a springboard for further discussions. Local area representatives from FAHSLN, MMHSL, WMHSLA, AND UPHSLC expressed area support for an increase of up to \$25. Further discussion was tabled until the May meeting.

Action: L. McGaugh asked that Board members review the "Proposal to Investigate Establishment of Dual Membership Categories: Institutional and Personal" for the May meeting.

9.2 Subject: MHSLA Hospital Survey.

Discussion: Lea Ann reported that Dina Nameth plans to repeat the Hospital survey in compliance with previous Board requests. She anticipates reactivating the former ad hoc committee and revising the form in Fall, 1989. Mailing is planned for Spring, 1990. Her preliminary budget projections include questionnaire reproduction. She is also investigating the feasibility of computerizing the survey results. She will present a budget to the Board before making any firm commitments.

9.3 Subject: Membership expirations.

Discussion: Jane Claytor distributed a list of unpaid/expired memberships and asked Board members to make corrections or deletions. The Board discussed the provision of a deadline for renewal as stated in the Bylaws. Although the Bylaws only provide for two notifications before membership expiration on March 1, the Board approved a third notice.

Action: J. Claytor will distribute a third notice to delinquent members which will inform them that in accordance with MHSLA Bylaws their membership has been suspended effective March 1, 1989.

9.4 Subject: Announcements.

Discussion: Carole Gilbert announced a workshop for beginning librarians. Janet Zimmerman is coordinating the program which will be conducted by Hildegard Josef and Carole at Foote Memorial Hospital in Jackson, Michigan. The workshop, scheduled for June will focus on reference searching and include both print and online sources.

Lynn Sutton announced that Wayne State University Science Library serial holdings are now available in DOCLINE.

10.0 Adjournment.

The meeting was adjourned at 3:25 p.m.

Respectfully submitted

A handwritten signature in cursive script that reads "Sandra I. Martin".

Sandra I. Martin

MHSLA EXECUTIVE BOARD MEETING
 Library, State of Michigan
 Lansing, Michigan
 July 21, 1989

- 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 Science Libraries Consortium
 Valley Regional Health Science Librarians
 Western Michigan Health Sciences Libraries Association

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- Lea Ann McGaugh, President
- Lynn Sorensen Sutton, Past President
- Sandra I. Martin, Secretary
- Jane Claytor, Treasurer
- Bill Nelton, Archivist
- Ria Lukes, FAHSLN
- Mary Ann Wallace, MMHSL
- Kay Kelly, NMHSLG
- Melba Moss, TAMIC
- Mildred Kingsbury, UPHSLC, Local Arrangements Committee 1989, Nominating
- Stephanie John, VRHSL
- Nancy Nicholson, VRHSL
- Sandra Swanson, WMHSLA
- Leslie Behm, Audit Committee, Collection Development Committee
- Marilyn Schleg, Bylaws Committee
- Doris Blauet, CD-ROM, MDMLG
- David Keddle, Document Delivery Committee
- Betty Marshall, Document Delivery Committee
- Judy Barnes, Technology
- Marge Kars, Ad Hoc Long Range Planning Committee

1.0 Call to Order.

Lea Ann McGaugh, President, called the meeting to order at 9:40 a.m.

2.0 Subject: Presidential Remarks.

Discussion: Lea Ann distributed copies of the proposed Annual Meeting agenda. She asked the Board to review the agenda for additions and corrections.

Lea Ann repeated the August 1 deadline for annual reports and asked Board members and committee chairs to submit revised charges and procedures

Lea Ann announced that she has invited Dina Nameth to attend the fall Executive Board meeting to report and receive direction for the state survey and research project.

3.0 Subject: Secretary's Report.

Discussion: Sandra Martin asked for corrections to the minutes of the May 9, 1989 meeting. Lynn Sutton moved and Marilyn Schleg seconded approval of the minutes as corrected. The motion carried.

4.0 Subject: Treasurer's Report.

Discussion: Lea Ann distributed copies of the Treasurer's Report on behalf of Jane Claytor. She reported that the workshop on Library basics was a big success bringing in more income than anticipated. Lynn Sutton moved and Sandra Swanson seconded acceptance of the Treasurer's report. The motion carried.

5.0 Subject: Archivist's Report.

Discussion: Bill Nelton asked for any photos of the membership or MHSLA activities which he could exhibit at the 1989 conference.

6.0 Subject: Committee Reports.

6.1 Subject: Ad Hoc Committee on CD-ROM.

Discussion: In the absence of Doris Blauet, Betty Marshall reported that the Committee has held one meeting.

6.2 Subject: Collection Development.

Discussion: Leslie Behm reported that the Committee would collect interloan statistics for the region and expects to develop a list of the top fifty journals borrowed out of state as well as those borrowed from charging Michigan libraries.

6.3 Subject: Long Range Planning.

Discussion: Lynn Sutton reporting for Marge Kars stated that the Committee tabled revision of the charge until the fall meeting. The Board reviewed and discussed the recommendations of the Committee. The following areas were reviewed in detail:

Research - in reference to the recommendation to establish a research committee and sponsor a course on research methodologies, Carole Gilbert stated that the Education Committee has scheduled a research component for the 1989 Conference. In addition Marilyn Schleg suggested that the course sponsorship may be unnecessary if it will be available during the MLA 1990 conference.

Lea Ann stated that Sheryl Stevens originally suggested coordinating research projects. She said that MDMLG was pursuing the development of a research project as well. Carole Gilbert stated that she, also, is pursuing research concerning the effect of online searching on length of stay at Providence. The project is similar to the MDMLG study.

When asked if the incoming president should appoint a research committee the Board felt that since the idea of the Association's involvement was worthwhile and since a formal research mechanism should be established, an ad hoc committee should be formed.

Action: C. Gilbert moved and B. Marshall seconded charging the President elect with appointing an Ad Hoc Committee to investigate the feasibility of an MHSLA sponsored research project and the Association's liaison with local organizations with similar interests. Further, if after investigation the concept proves viable, the Committee will develop a charge and objectives. The motion carried.

MLA Chapter Status - The recommendation of the Committee was that MHSLA not pursue chapter status. Several members of the Board were opposed to this recommendation because of the Association's status and leadership position. Lynn Sutton said that the recommendation was made because the Committee members were unable to discover any clear benefit of chapter status. Millie Kingsbury reminded the Board that the issue was discussed five years ago. After further discussion the Board accepted the Committee recommendation with the stipulation that because of the continued interest MHSLA should address the issue again at a later date

Dues and Institutional Membership - Lynn Sutton distributed copies of the proposed revision of the dues structure which included an option for a fixed scale and an option for a sliding scale based on the number of institutional journal subscriptions. The Board discussed the benefits of institutional membership and of a sliding scale. The consensus was that although a sliding scale reflected standard practice it was not an attractive option for the Association. The Board, further, recommended that if the change to authorize institutional membership is accepted at the annual meeting, dues should be set at \$15.00 for personal and \$40.00 for institutional membership.

Action: D. O'Keefe moved and N. Winslow seconded acceptance of the fixed scale option.

- 6.4 Subject: Audit Committee
Discussion: Leslie Behm reported that the record keeping format for the treasury was finalized. the books are formatted according to the recommended guidelines. In addition the application for bonding the treasurer has been completed. Leslie recommended that the incoming treasurer assume office in January. This change to the Bylaws allows the incumbent treasurer to close the books for the year.

Action: L. Behm will word the amendment to the Bylaws which changes the date on which the treasurer assumes office to January.

- 6.5 Subject: Document Delivery.

Discussion: Betty Marshall reported that the Committee has revised its goals and objectives. She announced that the new edition of MISHULS will be available August 30, 1989. Order forms will be distributed during the week of July 20, 1989.

Lea Ann asked about the status of the ILL statistical survey. After discussion the Board recommended that surveys be distributed in August, 1989.

Action: B. Marshall will mail copies of the ILL manual and a request for statistics by August 10, 1989.

6.6 Subject: Conference Planning Committee.

6.6.1 Local Arrangements.

Mildred Kingsbury distributed copies of the Committee Report. Millie reported that registration packets were mailed to members, vendors, speakers and others expressing interest in the Conference by June 25, 1989. She announced that based on contributions and donations from vendors the Committee planned to hold the "Grand Cocktail Party" on Thursday, September 14. She added that donations should cover the costs for the party and breaks and still leave a substantial cushion. Lea Ann commended Millie and her committee on a job well done.

6.6.2 Education Committee.

Carole Gilbert voiced the strong concerns of the Education Committee over the recommendations made during her absence from the May Board meeting, which eliminated contingency funds for speakers. She said that the Committee had allowed the projection based on previous experience which showed that it is difficult to project the variances of speaker costs. Diane O'Keefe explained that the Committee was attempting to reduce costs in response to the concern over both Conference registration, speaker costs and the Association's budget.

Carole has received inquiries about the availability of tapes of conference sessions/workshops. The general consensus was that the program was not feasible because of the complexities of its administration. Lea Ann offered her thanks to Carole and the Education Committee for the work accomplished during the year.

Carole reported that the June workshop on basic library skills and reference was very well received. She said that there was an interesting mix of participants. Fifty percent of whom had never "turned on" a computer. Participants were very interested in advanced MEDLINE training. Carole said that this type of training may be a good mission for MHSLA.

6.7 Subject: Nominating Committee.

Discussion: Millie announced that she Theresa Scramm and Joanna Wagar would count the election ballots on the afternoon of August 30.

6.8 Subject: Bylaws Committee.

Discussion: Marilyn Schleg distributed copies of revisions to the bylaws, which included a provision for the addition of institutional membership and reviewed the changes. The Board discussed the procedures for the voting which would take place during the annual business meeting. The Board recommended the appointment of Barbara Kormelink as parliamentarian for the business meeting.

Action: L. Sutton moved and N. Winslow seconded Board acceptance of the revisions for institutional membership and term of office of the treasurer. The motion carried.

Action: The Committee will prepare an ammendment, which if accepted, will allow the vote on the dues change to occur during the annual meeting, and will eliminate the necessity of a mail ballot. The bylaws change should provide for either balloting at the annual meeting or by mail.

6.9 Subject: Publications.

Discussion: Nancy Winslow announced that the deadline for the last newsletter before the Conference would be August 8, 1989. The Board discussed production costs, again. In addition members suggested that the issue include an article by Marilyn with the rationale for the bylaws revisions.

Action: M. Schleg will submit an article for the August newsletter which covers the rationale for the bylaws changes, including an in depth discussion of the issue of institutional dues.

The issue will also contain an announcement of the special GMRMLN registration fees for ONLINE 89 in Chicago.

6.10 Subject: State Council.

Discussion: Nancy reviewed that activity which has occurred between GMRMLN and MHSLA. She reiterated that passage of the bylaw revision will remove the State Council section. She recommended that members serve in the capacity of both local area and state council representative. She also suggested that the State Council meet after the annual business meeting.

6.11 Subject: Technology.

Discussion: Judy Barnes reported that the Committee continues work on joint projects with the Publications Committee. In addition members have been busy responding to requests for software recommendations.

7.0 Subject: Local Area Group Reports.

7.1 Subject: FAHSLN.

Discussion: Ria Lukes reported that FAHSLN librarians were investigating possible sites for the 1990 fall conference. Conference attendance is expected to reach 50 participants. Carole Gilbert asked that FAHSLN notify the Education Committee as soon as members develop their program and CE requirements. The Board discussed programming for the conference and asked that Ria bring additional ideas to the next meeting.

Action: R. Lukes will bring suggestions for programming for the 1990 fall conference to the September Executive Board meeting.

7.2 Subject: MDMLG.

Discussion: Lynn Sutton reported that the program for the July MDMLG meeting was humor in the workplace. The subject proved very interesting and the meeting was well attended.

Lynn also reported on the very successful promotional activities at the MLA Boston conference. She said that the MHSLA grant was well spent.

7.3 Subject: MMHSL.

Discussion: Judy Barnes reported that the Lansing librarians were planning for the 1991 MHSLA Conference.

Action: On behalf of MMHSL J. Barnes extended an the invitation for MHSLA to hold the 1991 Conference in the Lansing area.

7.4 Subject: VRHSL.

Nancy Nicholson announced some job vacancies in the area. She also announced the death of Helen Howley, which occurred the first part of July, 1989.

7.5 Subject: WMHSLA.

Discussion: Sandra Swanson announced the previous meeting of WMHSLA

8.0 Subject: Old Business.

Discussion: Lea Ann asked local area representatives to discuss the impending dues increase in their areas.

The Board discussed the possibility of planning a MHSLA meeting to be held during MLA 1990. Members suggested displaying the "Gear up for Detroit" banner, used in the Boston promotion activities at the Mackinac Conference and recommended including a related article in the Newsletter.

Action: L. Sutton will make arrangements to display the Gear up for 1990 banner in Mackinaw. N. Winslow will contact D. Nameth for suggestions for the article.

The meeting was adjourned at 2:55 p.m.



Respectfully submitted

Sandra I. Martin,
Secretary

3.0 Subject: Secretary's Report.

Discussion: Sandra Martin asked for corrections to the minutes of the July 21, 1989 meeting. Jane Claytor moved and Doris Blauet seconded approval of the minutes as distributed. The motion carried.

4.0 Subject: Treasurer's Report.

Discussion: Jane Claytor distributed copies of the Treasurer's Report and the Financial Statement for fiscal year 1988/89. Jane stated that the ending balance of \$19,245.96, reported on both documents, matched the check book balance. She added that the office of treasurer was officially bonded. D. Blauet moved and B. Marshall seconded acceptance of the Treasurer's Report. The motion carried.

5.0 Subject: Archivist's Report.

Discussion: Bill Nelton reported that he displayed the MHSIA exhibit four times during the year. He announced that Kay Kelly agreed to take pictures of the Conference for the Archives and asked that others who wanted to submit pictures note the names of the people in the photograph and the date.

6.0 Subject: Incoming Presidential Remarks.

Discussion: Diane O'Keefe, incoming president, distributed the time table of 1989/1990 Executive Board meetings. Stating that all the meetings were scheduled for Friday, she asked for volunteer hosts. Both Carole Gilbert and Yvonne Mathis agreed to host future meetings.

Diane distributed the roster of committee appointees for the new year. She asked for additions and corrections, as well as acceptance of the appointments. N. Nicholson moved and J. Claytor seconded acceptance of the committee appointments. The motion carried.

7.0 Subject: Committee Reports.

7.1 Subject: Ad Hoc CD-ROM.

Discussion: Doris Blauet reported that the Committee recommended that MHSIA pursue obtaining grant funds to provide CD-ROM products. The Committee has targeted several potential funding sources.

7.2 Subject: Ad Hoc Collection Development.

Discussion: Leslie Behm reported that the Committee was still in the process of collating the DOCLINE information.

7.3 Subject: Ad Hoc Long Range Planning.

Discussion: Marge Kars reported that the Committee would work on the mission statement of the Association during 1990.

7.4 Subject: Audit.

Discussion: Leslie Behm reported that the Committee's charge would be

completed after acceptance of the Bylaws at the Business Meeting.

7.5 Subject: Bylaws.

Discussion: Marilyn Schleg reviewed the procedure for discussion and approval of changes to the Bylaws. She recommended that the membership vote approval of each of the revisions section by section because many of the proposed changes were quite substantive, including the addition of institutional memberships. Marilyn stated that she planned to summarize all changes prior to the vote.

7.6 Subject: Conference Planning.

7.6.1 Subject: Education

Discussion: Carole Gilbert reported that she received several encouraging comments on the Conference. She said the the two CE courses were good and very intense. The tremendous response to the session on "Dealing with Difficult People" was a pleasant surprise. Carole received inquiries about the programming from all over the country. She added that there was not enough data to determine whether the courses reached the break even point.

Carole reported that Ruby May, NLM regional offices, asked if the sessions would be taped, because she wants to compile a collection of audiotapes of workshops and conferences held in the region. Although, the Board opted not to tape the 1989 sessions, Diane O'Keefe was asked to address the issue, again, in 1990.

Action: D. O'Keefe will re-submit the idea of taping sessions in 1990.

7.6.2 Subject: Local Arrangements

Discussion: Mildred Kingsbury distributed her report and balance sheet and thanked her Committee. Lea Ann and Board members also thanked the Committee members and applauded their efforts.

7.7 Subject: Document Delivery.

Discussion: Betty Marshall announced that the revised DOCLINE invoices were distributed. She reported a problem with invoices for the latest edition of union list fiche. Institutions were initially charged \$40 instead of \$50. Betty asked the Board for assistance in developing a course of action to correct the errors; in particular developing a procedure to cover those institutions unwilling to pay an additional \$10. The Board agreed to absorb the additional cost for those institutions unwilling to pay. However, rather than make a formal announcement, members recommended adopting a wait-and-see approach. Dave Kettle added that 40 copies were ordered.

Betty distributed copies of the preliminary Ill activity report. She said that December 1, 1989 was the deadline for submitting statistics.

7.8 Subject: Nominating Committee

Discussion: Mildred Kingsbury announced the following election results: Marge Kara, President Elect, Judy Barnes, Secretary, and Sandra Martin and Norma Powers, Nominating Committee.

*Marge Kara
Wijels*

7.9 Subject: State Council.

Discussion: Nancy Winslow reported that the State Council would meet during the Conference and that the bylaws revision, removing the Council section, was drafted.

7.10 Subject: Newsletter.

Discussion: Nancy Winslow questioned the Committee expenditures recorded in the 1988/89 Financial Statement. She felt that the reported amount was too high. Jane Claytor said that the recorded figure included expenditures for the December, 1987 issue, which was more expensive to produce.

7.11 Subject: Technology Committee.

Discussion: Judy Barnes reported continuing work with the Ill and Ad Hoc Collection Development Committee.

Lea Ann thanked all the committee chairs for their efforts during the year.

8.0 Subject: Local Area Representatives.

8.1 Subject: FAHSLN.

Discussion: Ria Lukes reported that FAHSLN had decided on the format for the 1990 Conference. She said that members proposed scheduling the Board Meeting for Tuesday, October 2, 1990 and a one day Conference on Wednesday, October 3, 1990. Carole Gilbert encouraged offering a CE course during the shortened conference to accommodate MHSLA members, who would not be able to attend MLA. Diane O'Keefe moved and Kay Kelly seconded approval of October 12, 1990 for the Executive Board meeting and October 13, 1990 for the Annual Business meeting. The motion carried.

Action: October 12, 1990 and October 13, 1990 will be the dates for the Fall Executive Board meeting and Annual Business Meeting

8.2 Subject: MDMLG.

Discussion: None.

8.3 Subject: MMHSL.

Discussion: None.

8.4 Subject: NMHSLG.

Discussion: Norma Powers questioned the validity of continuing NMHSLG. She cited difficulties attending both group and Board meetings. Lea Ann stated that the Board valued and encouraged input from Northern Michigan and that the structure could accommodate different group configurations. She suggested that the NMHSLG membership discuss the issue internally and assured Norma that the Board would accept their decision.

8.5 Subject: TAMIC.

Discussion: None.

8.6 Subject: UPHSLC.

Discussion: Mildred Kingsbury reported progress on an equipment grant developed by her library.

8.7 Subject: VRHSL.

Discussion: None.

8.8 Subject: WMHSLA.

Discussion: None.

9.0 Subject: Old Business.

Discussion: None.

10.0 Subject: New Business.

Discussion: Carole Gilbert reported attempts to organize a combined midwest/mid-continental meeting in St. Louis in 1991. Both groups are attempting to coordinate and reduce meetings. Carole suggested that MHS LA consider the St. Louis meeting in scheduling the 1991 Annual Conference.

Carole asked permission to extend a call for volunteers for MLA Hospital Library Section committees during the Business Meeting. Permission was granted.

The meeting adjourned at 9:57 p.m.

Respectfully submitted,



Sandra I. Martin,
Secretary

MICHIGAN HEALTH SCIENCE LIBRARIES ASSOCIATION
EXECUTIVE BOARD MEETINGS
1989-90

Wednesday, December 6 - IMA Potter Lake Lodge, in Flint

Friday, February 16 - Lansing General Hospital

Friday, May 11 - St. Mary's Hospital in Grand Rapids

Friday, July 20 - Providence Hospital in Southfield

Friday, September 14 - Bronson Methodist Hospital, in Kalamazoo



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

Thumb Area Medical
Information Consortium

Upper Peninsula Health
Science Libraries
Consortium

Valley Regional Health
Science Librarians

Western Michigan Health
Sciences Libraries
Association

November 20, 1989

Dear Colleague:

THE DECEMBER MEETING OF THE MHSLSA EXECUTIVE BOARD HAS BEEN MOVED TO WEDNESDAY, DECEMBER 6, 1989, and will be held at the IMA Potter Lake Lodge in Davison. Enclosed please find a map and directions to the meeting site.

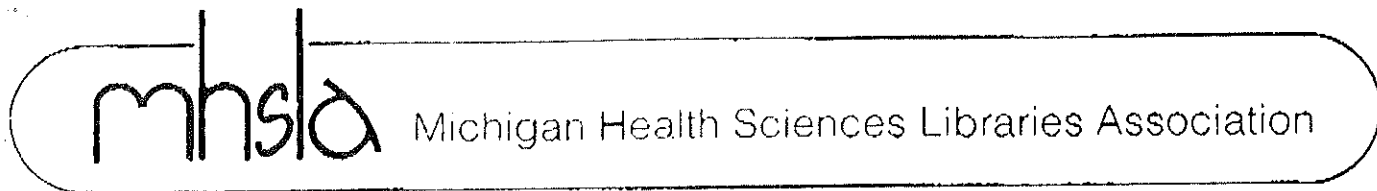
A Conference Planning Committee meeting is scheduled for 10:00AM with the Executive Board Meeting to follow at 11:00AM. There will be a \$12.50 charge per person to cover a continental breakfast, lunch and afternoon snack. Payment does not include gratuity, but can be made at the meeting by cash or check.

Also enclosed you will find a copy of the September 13, 1989 meeting and an agenda for the December 6 meeting.

Please R.S.V.P. to me before December 4 at (517) 377-8389 or Fax (517) 372-0341.

Thank you,

Judith A. Barnes
Secretary



EXECUTIVE BOARD
 December 6, 1989
 AGENDA

- Affiliated Groups**
- East Area Health Sciences Library Network
 - Grand Rapids-Detroit Medical Library Group
 - Mid-Michigan Health Sciences Libraries
 - Northern Michigan Health Sciences Libraries Group
 - Thumb Area Medical Education Consortium
 - Upper Peninsula Health Science Libraries Consortium
 - West Michigan Health Science Librarians
 - Western Michigan Health Sciences Librarians Association

1. Call to order
2. President's Remarks
3. Secretary's Report
4. Treasurer's Report
5. Archivist's Report
6. Committee Reports

- Ad Hoc Committee on CD-ROM
- Ad Hoc Committee on Collection Development
- Ad Hoc Committee on Long Range Planning
- Ad Hoc Research Committee
- Audit
- Bylaws
- Conference Planning
- Education
- Local Arrangements
- Document Delivery
- Nominating
- Publications
- State Council
- Technology

18-24 May

7. Local Area Reports

- FAHSLN
- MDMLG
- MMHSL
- NMHSLG
- TAMIC
- UPHSLC
- VRHSL
- WMHSLA

8. Old Business

- Report on Mackinac Island Conference
- Taping of future conferences

EXECUTIVE BOARD
December 6, 1989
Agenda
Page 2

9. New Business
 - Arrangements for checks
 - MHA Meeting Report
10. Review of Action Statements
11. Adjournment



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 Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Libraries Association

MHSLSA EXECUTIVE BOARD MEETING
 IMA POTTER LODGE, FLINT
 DECEMBER 6, 1989

<u>P</u>	<u>A</u>	
<u>X</u>		Diane O'Keefe, President
<u>X</u>		Lea Ann McGaugh, Past President
<u>X</u>		Marge Kars, President Elect
<u>X</u>		Judy Barnes, Secretary, Technology Committee
<u>X</u>		Jane Claytor, Treasurer
<u>X</u>		Bill Nelton, Archivist
<u>X</u>		Ria Lukes, FAHSLN
<u>X</u>		Mary Ann Wallace, MMHSL
	<u>X</u>	Norma Powers, NMHSLG
	<u>X</u>	Melba Moss, TAMIC
	<u>X</u>	Mildred Kingsbury, UPHSLC
	<u>X</u>	Stephanie John, VRHSL
<u>X</u>		Sandra Swanson, WMHSLA
<u>X</u>		Doris Blauet, MDMLG, CD-Rom Committee
<u>X</u>		Leslie Behm, Audit Committee
		Collection Development Committee
<u>X</u>		Marilyn Schleg, Bylaws Committee
<u>X</u>		Betty Marshall, Document Delivery
<u>X</u>		Richard Barnes, Publications Committee
<u>X</u>		Lynn Sorenson Sutton, Long Range Planning Committee
<u>X</u>		Yvonne Mathis, Research Committee
<u>X</u>		Sandra Martin, Nominating Committee
<u>X</u>		Nancy Nicholson, Education Committee

CALL TO ORDER:

The meeting was called to order at 10:15 am by President, Diane O'Keefe.

PRESIDENT'S REMARKS:

Diane O'Keefe distributed a revised list of committee chairs and members.

SECRETARY'S REPORT:

The minutes of the September 12 meeting were reviewed. Judy Barnes made a motion that they be accepted, Ria Lukes seconded the motion and the motion was carried.

TREASURER'S REPORT:

Jane Claytor gave treasurer's report. Nancy Nicholson made a

motion that the report be accepted, seconded by Betty Marshall. The motion was carried.

ARCHIVIST REPORT:

Archivist, Bill Nelton mentioned that there would be a Display at the 1990 MLA Conference in Detroit.

AD-HOC CD-ROM COMMITTEE:

Doris Blauet reported that the CD-Rom Committee had received grant application packet from NLM and that the Committee would continue its work on writing the grant. She also reported that the Committee had not submitted a budget but no expenses had yet been incurred and none were expected.

AD-HOC COLLECTION DEVELOPMENT COMMITTEE:

Leslie Behm reported that the Committee had not met since the last Executive Board meeting. She reported that the Committee did not expect any expenses and therefore there would be no budget submitted.

AD-HOC LONG RANGE PLANNING COMMITTEE:

Lynn Sorenson Sutton reported that she had reviewed with Marge Kars actions taken by previous committee. She stated that the Committee was working on the mission statement. Lynn also stated that the Mission statement is part of bylaws so when it is changed an amendment will have to be written.

RESEARCH COMMITTEE:

Yvonne Mathis reported that the Mission statement and goals of the Committee had been written. She indicated that the Committee needed to know what the board has in mind. Yvonne also indicated that the Committee could poll the membership to see what they would like the committee to do.

Lea Ann McGaugh presented a draft of a research questionnaire prepared by the Committee which could be included in newsletter.

AUDIT COMMITTEE:

Leslie Behm reported that the Committee had not met yet, but would meet at end of month when the books were closed.

BYLAWS COMMITTEE:

Marilyn Schleg reported that Lea Ann McGaugh had donated a copy of the computer program PFS Write, to the Bylaws Committee. The intention is that the Bylaws and software to go with to the next chair. In this way there will be no need to re-type the Bylaws each time revisions are made.

Marilyn Schleg also asked for suggestions for changes other than the mission statement. Changes should be submitted to her before February 1, 1990 to allow the Committee time to act on them.

Marilyn asked if the Board wanted a corrected copy of bylaws sent to general membership.

Judy Barnes moved and Marge Kars seconded the motion to include the revised set of Bylaws in the next Membership Directory. The motion was carried.

Leslie Behm will give a copy on disk to Judy Barnes for printing with the Membership Directory.

CONFERENCE PLANNING:

Marge Kars asked the chairs of the Education and Local Arrangements Committees to present their reports.

EDUCATION COMMITTEE:

Nancy Nicholson reported that the Committee would not be doing mid-year program for professionals because of MLA. The Committee may provide a workshop technical support personnel if it does not compete with the proposed MDMLG program.

Nancy reported that the Committee had recommended "In gear for the 90's" as the theme for the MHS LA Conference as a follow-up to MLA's theme of "Gear up for the future", for the Detroit Conference.

She reported that if MHS LA charges \$50.00 per person, and 50 persons attend the conference, the return will be \$2500. If the charge is \$50.00 per person, and 60 persons attend, the return will be \$3000.

Nancy said that Howard Majors would be one of the speakers and is only charging \$100.00 for his honorarium, plus travel, and that one or two others will charge honorarium, travel and lodging.

Doris Blauet moved that the theme "In gear for the 90's" be accepted for the 1990 MHS LA Annual Conference voted. The motion was seconded by Ria Lukes, and carried.

Discussion - Sandra Martin indicated that we have to stretch pretty far to make this a theme of the conference and suggested that the theme be re-worded to be a slogan.

LOCAL ARRANGEMENTS:

Ria Lukes reported that the Committee had visited different locations, and had evaluated services as well as price. The Committee recommend The IMA Lodge. The fee is 12.50 per person plus 15% gratuity, which includes continental breakfast, lunch and snack. Audiovisual is free and there is no room charge. She reported that the Lodge was the least expensive place in Flint, and it is easy to find. The Committee suggests the Hampton Inn for overnight lodging for members who will have a great distance to travel. Ria indicated that the Board meeting will be at another location. Board members will car-pool to meeting. Ria also suggested that the speaker could stay at the Hampton as well.

Ria moved that the IMA Potter Lodge be the site of the 1990 MHS LA Conference. Doris Blauet seconded the motion. The motion was

carried.

In talking with vendors, Ria Lukes stated that they were still interested in displaying at the Conference and asked if someone would be willing to set up small displays, if vendors pay for this service.

Marilyn Schleg suggested that since it was a one day conference, at a small place, the vendors would prefer to display at MLA. MHSLSA could display small packets, or they could sponsor the folders or something, or MHSLSA could charge a small fee for a display materials which could be discarded at the end of the Conference.

Nancy Winslow suggested that if they want to send flyers to insert into packet, MHSLSA could charge \$50.00 fee for inserting.

Ria also suggested that the Vendors could underwrite purchase of the bags which would bear their name on one side and MHSLSA on the other. Judy Barnes stated that considering the durability of the bags provided by Binding Unlimited compared with those supplied by Faxon, that Binding Unlimited be approached to supply the bags for the Conference.

Ria moved that the Local Arrangements Committee create a tactful letter to vendors giving them options of what the Committee feels can feasibly be done to accommodate their displays and that there will be a charge not to exceed \$50.00, and that they have the option to underwrite any part of the conference that they feel appropriate. The motion was seconded by Doris Blauet and carried.

DOCUMENT DELIVERY COMMITTEE:

Betty Marshall stated that the Committee projected a zero based budget. Betty also said that the Docline tape that was ordered in February 89 was reportedly damaged when it reached NLM. GMRMLN is ordering a replacement of tape to be generated the week of December 2. Because of this no tape will be produced in February, 1990. Updates received before December 1, 1989 will be included in the tape. The next tape will probably be produced according to OCLC's August/September schedule. MISHULS product will also be produced with that run.

Betty stated she would talk with Kim Goldman to arrange schedule of updating the Docline run for inclusion of the tape. She said she called all area representatives to inform them of the situation so that they could relay it to their members.

Betty reported that the MISHULS list went out in November, and that she has set up with Muskegon Community College to run the tape since they are a OCLC member and Hackley Hospital is not.

NOMINATING COMMITTEE:

Sandra Martin reported that the Committee had not met yet but that she will report at next meeting.

PUBLICATIONS COMMITTEE:

Richard Barnes presented the Goals of the Committee and indicated that the Committee will probably use Wordperfect for production of the newsletter. He reported that the Committee has the use of a scanner for scanning images for incorporating into the newsletter. Richard also stated that publications can be accepted in printed format or on IBM compatible floppy disk, in Wordperfect or ASCII format.

Richard also presented the Committee's budget, but because of the additional expense of printing the Bylaws for distribution as part of the Membership Directory, the budget will have to be revised and reported at the February, 1990 meeting.

STATE COUNCIL:

Nancy Winslow reported that the Council is working on the bylaws. She also indicated there was no report since she has not heard from Dave Keddle regarding the GMRMLN meeting in Chicago.

TECHNOLOGY COMMITTEE:

Judy Barnes reported that the Committee had not met yet. The 1990 Goals and budget were submitted.

LOCAL AREA REPRESENTATIVES:

FAHSLIN: Ria Lukes reported that FAHSLIN is busy working on local arrangements.

MDMLG: Diane O'Keefe reported that MDMLG is working on arrangements for the MLA Conference in Detroit. Conference accommodations will be available at the Weston Hotel while meetings will be held at Cobol Hall.

Diane also stated that in March they will be asking for volunteers to serve on committees for the Conference.

MMHSL - Bill Nelton reported that the Michigan Department of Public Health is starting an Agent Orange Resource Center.

Mary Anne Wallace reported that Lansing General Hospital is bringing online catalog on remote and will be offering an online Bulletin Board Systems (BBS) in the library. Jane Claytor will have CD-ROM in her library and will have a book fair in January to debut the system. MSU has a new director. McPherson - new fax machine. Doris Asher returned to old quarters with a new look, and a computer lab with CD-ROM and 3 computers.

UPPER PENINSULA: Millie Kingsbury reported via written communication that their ROC was funded for new fax machines, and that she plans to retire about April 1991.

VALLEY REGIONAL: Nancy Nicholson reported that Stephanie John had a boy October 23.

WEST MICHIGAN: Sandra Swanson reported that there would be a meeting in March in Kalamazoo. The meeting would be an educational session concerning automation and practical applications in library software. She also reported that their July meeting in Battle Creek is scheduled to coincide with MACHIS (Michigan Association of Consumer Health Information Specialists)

Sandra also stated that the West Michigan group would hold a Fall CE course probably on collection development.

Three new fax machines were also reported in the West Michigan group.

OLD BUSINESS:

Nancy Nicholson distributed financial report and evaluation forms from the Mackinac Island Conference..

She stated that the general consensus was that the conference was well received and that it made money.

Lea Ann McGaugh moved that a vote of thanks be given the Local Arrangements and Education Committees for their work. Marilyn Schleg seconded, and the motion was carried.

Millie Kingsbury's report indicated there should be a separate Chair for vendors, as apposed to "sub-chair" - ; that there should be a Committee rather than an individual. The general consensus was that the Local Arrangements Committee Chair appoints the vendor liaison. Usually, there are more than one person working with the vendors, but because the group that sponsored the Mackinac Conference was so small, it became virtually a one man job.

Millie also noted the desire for Taping of future conferences. The consensus was that this was not a good idea, because Speakers do not want to be taped, so much material is visually presented that much is lost, the tapes cannot demonstrate the rapport of the audience, that potential attendees would say Why go if its being to be taped, the expense, storage, and handling.

Jane Claytor stated that there needs to be an alternative arrangement for checks. Now only one person can currently sign checks, so a second signature needed. (The first signature is bonded by the position of secretary.) Nancy Nicholson moved that the Treasurer investigate bonding of the second signature on checks as the position of President of MHSLA. The motion was seconded Doris Blauet and carried.

Lea Ann McGaugh reported that the MHA meeting October 26, 1989 discussed MHA and its internal workings. MHA has a program about what they think the future is of medicine and hospitals in Michigan in the year 2000. The format is slides and there are different versions depending on the audience. Lea Ann suggested that this presentation may be good as a possible keynote and recommended scheduling a viewing for a meeting of the Education Committee.

Jane Claytor solicited budget information from committee members.

Jane Claytor stated that the dues letter needs to be changed to reflect the new dues as reflected in the passing of the Bylaws amendments. It was agreed that Jane would keep old version for personal memberships and send separate form for institutional. Jane will modify the forms to identify individual and institutional dues and will consult with The Bylaws Committee on the statement.

Judy Barnes will give Jane Claytor a copy of the draft of the September MHS LA Business Meeting for distribution with the membership forms.

Diane O'Keefe reported that the Convention center had contacted her about scheduling MC-MLA meeting in the area. Judy Barnes reported that MC-MLA had chosen its sites for the next two years and that they did not coincide with meetings in Detroit or Lansing.

Judy Barnes reported that the Technology Committee would work on a directory of published members of MHS LA and asked if members would submit references to their published papers to her for inclusion in the directory.

Judy Barnes circulated list of MHS LA board members for updating information for the MHS LA membership database.

Diane O'Keefe reported that her article on Libraries in Space has been accepted for publication in Special Libraries.

Betty Marshall inquired if MHS LA is tax exempt. Jane responded that it is Federal tax exempt, but not state sales tax exempt.

There being no further business to discuss, Diane O'Keefe moved that the meeting be adjourned, Doris blauet seconded the motion and the meeting was adjourned at 2:10 pm.

Respectfully submitted



Judith A. Barnes,
Secretary