



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

April 13, 1990

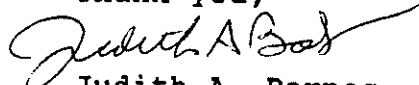
Dear Colleague:

As you know, the February meeting of the Executive Board had to be cancelled because of bad weather. The next meeting will be April 27, 1990 at St. Mary's Hospital in Grand Rapids. Enclosed you will find a map and directions to the hospital.

Lunch will be provided at a cost of approximately \$5.00. Please be sure to R.S.V.P. to Yvonne Mathis at (616) 774-6243 before April 24, 1990.

Please remember to bring your ribbons for speakers, chairs, and officers to the meeting for recycling.

Thank you,


Judith A. Barnes,
Secretary

enc.



Michigan Health Sciences Libraries Association

EXECUTIVE BOARD
~~February 16, 1990~~
AGENDA

*Rescheduled to
April 27, 1990*

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1. Call to order
2. President's Remarks
3. Secretary's Report
4. Treasurer's Report
5. Archivists 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
Technology

7. Local Area Reports
 FAHSLN
 MDMLG
 MMHSL
 NMHSLG
 TAMIC
 UPHSLC
 VRHSL
 WMHSLA
8. Old Business
9. New Business
10. Review of Action Statements
11. Adjournment

NOTICE

I have still not received goals and objectives from the committees listed below. Please have them ready for the February meeting. Thank you.

AD HOC COMMITTEE ON CD-ROM

AD HOC COMMITTEE ON COLLECTION DEVELOPMENT

AD HOC COMMITTEE ON LONG RANGE PLANNING

AUDIT

BYLAWS

CONFERENCE PLANNING

LOCAL ARRANGEMENTS

DOCUMENT DELIVERY

NOMINATING

Deane M. O'Keefe



Affiliated Groups

- Flint Area Health Sciences Library Network
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Librartes
- 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

MHSLA EXECUTIVE BOARD MEETING
 ST. MARY'S HOSPITAL, GRAND RAPIDS
 APRIL 27, 1990

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

CALL TO ORDER:

The meeting was called to order by President, Diane O'Keefe at 11:10 am.

PRESIDENT'S REMARKS

Diane O'Keefe stated that the Local Arrangements Committee for the Medical Library Association 1990 Conference in Detroit is still seeking volunteers.

Lynn Sorenson Sutton reported that she was involved in the

scheduling of volunteers. Lynn reported that the slots were filled but that they may need last minute replacements. She stated that non MLA members get one day free conference fee if they volunteer.

SECRETARY'S REPORT

The Minutes of the December 6, 1989 meeting were reviewed. Judy Barnes moved that the Minutes be accepted as corrected. Betty Marshall Seconded the motion and the motion was carried. Ria Lukes asked if the Board could lend corrections to the Annual Meeting Minutes. Judy Barnes suggested that corrections could be noted but that the minutes would not be able to be approved until the meeting in Flint.

TREASURER'S REPORT

Jane Claytor gave the Treasurer's Report. Jane reported that seven checks covering the conference fees from the Annual Meeting in Mackinac Island were discovered just prior to this meeting. Since some of the checks were expired, Judy Barnes volunteered to contact the institutions issuing the checks and ask to have them re-issued. Jane reported that the checks total in excess of \$1,000.00, meaning that the conference was more successful than they had originally thought.

Jane reported that there would be the expense of the Docline tape in June, but other than that and the conference costs, there were no major expenses to cover.

Jane indicated that she is beginning to receive checks from the vendors for the Flint conference.

As for membership dues, Jane indicated she had received 83 personal and 58 institutional memberships. She indicated that there were several outstanding institutional memberships to date.

Leslie Behm pointed out the Bylaws states that if the memberships are not paid up by March, that the individual or institution will loose membership. Marilyn Schleg pointed out that according to the Bylaws, institutions who participate in Docline must be members in good standing.

Jane indicated that there were still some outstanding Docline payments for the 1988/89 Docline tapes. Betty Marshall said that she would call the outstanding members regarding non-payment. She suggested that a notice be sent to Docline users that loans not be filled for these institutions.

Betty Marshall also indicated that GMRMLN can deactivate a code for libraries.

Doris Blauet moved that a reminder be sent to the institutions who have not paid memberships indicating that the due date has passed and that they no longer have privileges including Docline and that if not paid by May 30, they will lose docline

privileges. Judy Barnes seconded the motion and the motion was carried.

Jane indicated that there would be some confusion over the mailing list for the conference. Jane also said that Millie Kingsbury has an "outside list" of persons for the mailing.

The consensus of the Board was that the mailing should go to all MHS LA personal members, all MHS LA institutional members and to the outside list.

Doris Blauet moved that the Treasurer's report be accepted. Betty Marshall seconded and the motion was carried.

ARCHIVIST'S REPORT

Bill Nelton stated that there would be a display at the Medical Library Association Conference in Detroit. He indicated that it would be somewhat different because it was to be set up on a bulletin board. Lynn Sorenson Sutton agreed to set up the display at the conference since Bill would not be attending. Carol Gilbert moved that the Archivist's report be accepted. Bill Nelton seconded and the motion was carried.

AD-HOC CD-ROM COMMITTEE

Doris Blauet reported that a letter was sent to all MHS LA members in April. She indicated that 30 institutions agreed to participate but that most already have some equipment but would like additional equipment. A follow-up letter will be sent to smaller institutions in order to get some of the under-served institutions involved in the grant.

Doris indicated that the Committee was leaning toward CD-Plus which could be purchased at approximately \$2,000.00 per institution.

Judy Barnes suggested that the equipment be decided on when the grant is approved because of the changing technology. Doris Blauet indicated that when the grant is approved that they would involve the Technology Committee in the decision.

Doris indicated that the Committee is trying for a July 1, 1990 decision on the grant application.

AD-HOC COLLECTION DEVELOPMENT COMMITTEE

Leslie stated that the Committee had not met yet but that a meeting was to be scheduled for June.

AD-HOC LONG RANGE PLANNING COMMITTEE

Lynn Sorenson Sutton reported that the Committee met with a facilitator, Peter Jennings. Peter had questioned the detail and time span covered in the MLA Long Range Plan and indicated that MHS LA would be best to consider a shorter time span. As a result, the Committee will not be using MLA's plan as a model. The Committee's recommendation is that the President and Board

assign implementation to specific committees and the President.

Leslie Behm indicated that the plan should be written as broad as possible for the Bylaws so that it need not be changed.

Marilyn Schleg stated that the deadline for revision of the Bylaws was the July meeting.

The consensus of the Board was that the Plan should be brought back to the July meeting for a vote. Persons with concerns or comments regarding the Plan should address them to Lynn Sorenson Sutton or Marge Kars.

Marilyn Schleg stated that the Bylaws Committee would come prepared with a revision of the statement of purpose at the July meeting.

RESEARCH COMMITTEE

Yvonne Mathis reported on the Research Committee survey results. She stated that no negative feedback was received with regard to the mission or goals of the committee. She stated that 40 responses were received. Thirty-nine responses favored maintenance of the committee. She indicated that the results of the survey proved that the Committee was on track and that most respondents were interested in having the Committee research the impact of the library on the organization. The Committee will undertake review of what has been done, where monies come from, and time available to librarians who will participate. Yvonne stated that there would be an item in the July MHS LA News regarding the Committee's plans.

Carol Gilbert stated that the Committee was putting together a bibliography on research. She asked if there were monies available to purchase a copy of the "King" report or other studies.

Yvonne asked: whether the Committee wanted to stay an "Ad-Hoc" committee?, and, will the Committee do research or serve as a clearinghouse? She stated that the Committee needs to find out what people are doing in-house.

Yvonne stated that the Committee will plan expenditures for next year's budget.

Yvonne moved and Doris Blauet seconded that the mission statement and goals be accepted.

AUDIT COMMITTEE

Leslie reported that the Committee will get together in a couple of weeks to go over the books.

BYLAWS COMMITTEE

Marilyn Schleg reported that the Committee had not heard anything from anyone regarding changes in the bylaws. She stated that the

major revision had been taken care of last year. Marilyn reported that the Committee was working on a revised purpose and that they would have a draft for the July meeting based on the strategic plan.

CONFERENCE PLANNING

Marge Kars reported that the Committee met this morning and that most everything was set for the October meeting. She stated that advance flyers will go out late in May. She passed around the flyer for review by the Board. Marge also reported that the estimated expenses for mail, printing, and speakers was set at \$1,154.00.

Marge moved and Ria Lukes seconded that the conference fees be set at \$35.00 for members and \$40.00 for non-members. The motion was carried.

DISCUSSION

Nancy Nicholson gave information regarding the speakers. She stated that Howard Majors would give a presentation on training. Maurita Holland and Patricia Yocum will give a presentation on career development and Margaret Auer will be the Keynote speaker and will present on a positive library image.

Ria Lukes reported that the break even for 40 people attending was in the neighborhood of \$29.00. She stated that they had already received \$970.00 from vendors and anticipate receiving a total of \$1,260.50. She stated that this figure represents postage and photocopy by participating institutions.

Ria stated that a second letter would go to the vendors thanking them for their donations, reviewing their options and deadlines for contributions. She indicated that there would be no bags this time because of the one day situation and because there would be no vendors present. She also stated that those vendors who contributed \$100.00 or more would have brochures put in the packets.

Marge Kars stated that Nancy Winslow was largely responsible for vendor communications and that she should be commended for her work.

Nancy Nicholson stated that the Committee geared plans not to compete with MLA but to have a quality conference.

LOCAL ARRANGEMENTS COMMITTEE

Ria Lukes reported that the Committee had identified 3 hotels as suggestions for the over night stays for Board members. The Hotels suggested were: The Hampton at \$52.00 for a double; Walley's East at \$34.20/double; and the Hyatt at \$70.00/ double.

Since the Board would be dining before the meeting and would have the additional expense of the meal, the consensus of the Board was that they would prefer the less expensive Walley's East.

EDUCATION COMMITTEE

Nancy Nicholson reported on the Death of Ester Yen on March 21. She indicated that a letter had been sent to the Library of Michigan from the Committee. Diane O'Keefe stated that one had also been sent from the Executive Board.

Nancy stated that the Committee was trying to organize a hands-on Medline workshop but was having problems identifying a location with sufficient terminals and phone lines. She stated that the program would probably be held in September.

Leslie Behm indicated that it may be possible to use MSU's computer lab which has 20 stations. She stated that there may be a cost to have the lab opened for the course if carried out on a day when there were no classes at the University. Janet Zimmerman or Nancy Nicholson will contact Leslie.

Carol Gilbert asked approval of the Board to purchase copies of the Basics of Searching Medline manual for the workshop. Sandra Martin indicated that the manual was copyrighted and that last year it cost the Association \$165.00 to reproduce the materials for the workshop held in Jackson for the technicians.

Marge Kars stated that the Committee would need to estimate cost of the honorarium and room fees before the cost of the workshop could be established.

Nancy Nicholson moved and Doris Blauet seconded that Carol Gilbert purchase 20 copies of the Basics of Searching Medline. The motion was carried.

DOCUMENT DELIVERY COMMITTEE

Betty Marshall reported that a copy of the survey form for the 1989 statistics was included in the mailing of the April issue of MHS LA News. She asked that Local Area Representatives remind their groups to report their statistics as soon as possible. Betty stated that there had been on meeting yet but there would be one scheduled for June.

Betty also reported that there were libraries on Docline that report filling requests and then do not sent them for days. She indicated that she would write an article for the MHS LA News regarding the responsibilities of Docline users.

Betty stated that the libraries having difficulties meeting the expected turn-around-time be moved to higher cells so that the requests go to other libraries first.

Leslie Behm stated that guidelines need to be written before any statements can be made to the offending libraries. Betty agreed to discuss guidelines with the Document Delivery Committee.

Doris Blauet reported that the Document Delivery Committee urges

all members to get into Group Access Capabilities (GAC) on OCLC. Members should contact their Regions of Cooperation for details.

NOMINATING COMMITTEE

Sandra Martin stated that the Committee had met by telephone. Their charge this year is to select a nominees for President Elect, Treasurer and Nominating Committee. She stated that Area Representatives will receive a letter asking for nominees from their areas.

PUBLICATIONS COMMITTEE

Judy Barnes reported for Richard Barnes. She stated that there was poor response from the membership for news even though Area Representatives were contacted. She stated that the Newsletters for January and April were out. Judy also stated that there was an error in the printing of the next to the last page and that the delay in printing was due to a change in print shop staff at Lansing General Hospital. The next issue is due out in July and the deadline for submissions June 15.

Judy also reported that an announcement is needed from the Local Arrangements Committee for the July issue.

TECHNOLOGY COMMITTEE

Judy Barnes reported that the Committee had not met yet but that they were largely responsible for the compilation of the 1988 statistics that appeared in the April issue of MHS LA News.

She stated that response was poor to the "Published Papers" directory. Only one had been received.

Judy reported that a meeting was planned for June. She also stated that an inquiry was received regarding the next Technology Directory. She said that the Committee will work on a draft of a questionnaire to be sent out with the October MHS LA News that would be used to compile data for a new edition of the directory.

Judy also stated that the Technology Committee will also work with the Publications Committee to produce the 1990 membership directory. She stated that updated information is needed from the Treasurer regarding this years membership and that a copy of the Bylaws on disk is needed from the Bylaws Committee.

Jane Claytor and Leslie Behm agreed to provide the appropriate information.

LOCAL AREA REPRESENTATIVES REPORTS

FAHSLN - Ria Lukes reported that FAHSLN was hard at work on the Local Arrangements for the October Conference. She presented a letter written by Nancy Winslow regarding an Ad-Hoc Committee on Professionalism. (attached)

Ria Lukes moved and Betty Marshall seconded that the matter of formation of such a committee be put on the agenda for the next

meeting. The motion was carried.

MDMLG - Doris Blauet reported that the group was involved in the planning of the MLA conference. Their next meeting will be at that conference. Their new officers are Carol Attar, President, and Valarie Ried, President Elect.

MMHSL - Judy Barnes reported that their group took advantage of the quit year to begin its plans for the 1991 conference which is scheduled for Lansing. Committee Chairs have been selected and members are hard at work looking at sites for the conference.

NMHSLG - no report

VRHSL - Stephanie John reported that their group gave \$150.00 to a student for registration for the MLA conference. She also reported that Saginaw Cooperative Hospitals became a net lender in 1989. Stephanie also reported that the AHEC was dissolving.

Stephanie also reported that Millie Kingsbury was working on a grant for Marquette General Hospital and its Clinics to place telefax machines at the 10 heaviest library users.

WMHSLA - Sandra Swanson reported that the group had a meeting in March where they had software demonstrations. She reported that LAKENET also awarded 4 grants to medical libraries for fax machines. Sandra reported that the next meeting would be at Battle Creek Health Systems on July 11th and would discuss patient education materials.

OLD BUSINESS

Diane O'Keefe reported that a letter had been sent regarding taping of the Conference sessions per a previous Board decision.

NEW BUSINESS

Sandra Martin reported that Matthews will allow a 12% discount on books purchased by MHSLA institutional members. An announcement will appear in the July MHSLA News. She also stated that they were the first vendor to cut a check for the Conference.

Jane Claytor reported that two members of MHSLA were running for MLC Board. they are Mollie Lynch and Judy Barnes.

There being no further business to discuss, Doris Blauet moved and Betty Marshall seconded that the meeting be adjourned. The motion was carried and the meeting was adjourned at 2:35 pm.

Respectfully submitted,



Judith A. Barnes,
Secretary

MHSLA Board

Dear Friends,

This is a proposal for the Board to consider:

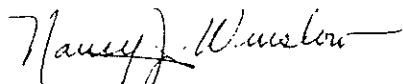
An Ad Hoc Committee on Professional Ethics.

Issues that could be addressed include, but are not limited to:

1. Information brokering by members using their Institution's Library Collection, and ILL privileges for the same purpose.
2. Selecting journal articles to fulfill the informational needs of health care professionals (rather than the list of articles retrieved from an online search).
3. Answering the informational needs of the general public/patient population; especially the ethics issue (as opposed to the liability and/or legality issues).
4. Providing extensive resources, including ILLs, for members of the Institution who are doing private/personal research. Research that is funded by an outside source and not relevant to the goals of the Institution can be an issue if the Librarian discovers the fact.

We need to be aware of future issues and agendas; so we have, if not total answers, at least partial answers/guidelines to the challenges facing our Profession in the area of ethics.

Sincerely,



Nancy J. Winslow
Hamady Health Sciences Library
Hurley Medical Center

19 February 1990



Michigan Health Sciences Libraries Association

MHS LA EXECUTIVE BOARD MEETING
PROVIDENCE HOSPITAL, SOUTHFIELD
July 20, 1990

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

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

CALL TO ORDER:

The meeting was called to order by President, Diane O'Keefe at 10:35 am.

PRESIDENT'S REMARKS:

Diane O'Keefe reported that her only remarks were concerning the Medical Library Association meeting in Detroit. She expressed her thanks to the Association members who made the meeting a success.

SECRETARY'S REPORT:

Judy Barnes reported that the stationary that had been ordered for the Association had been received.

Judy Barnes moved and Ria Lukes seconded a motion to approved the minutes of the April 27 meeting as corrected. The motion was carried.

TREASURER'S REPORT:

On behalf of Jane Claytor, Leslie presented the Treasurer's report. She stated that the bond was updated to include the Presidents name at no charge. She also reported that the checks found in the Secretary's notebook totaled \$1,190. Total profit from the 1989 MHSLA Annual Conference came to \$3,083.17.

Betty Marshall reported that there were still four unpaid institutional members. She reported that Doris Blauet called two and she also called two and all had indicated they would pay.

Ria Lukes reported that the stationary was included in the bill for the pre-conference announcements.

Nancy Nicholson moved and Betty Marshall seconded the motion to approve the Treasurer's report. The motion was carried.

ARCHIVIST'S REPORT:

Bill Nelton was not present, but Lynn Sorenson Sutton stated that an MHSLA related exhibit was displayed at the Medical Library Association Conference.

Diane O'Keefe thanked Lynn for putting up the exhibit. She reported that many photographs were taken at the MLA Conference and that the MHSLA related photos would be sent to Bill for the Archives.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT:

Leslie Behm reported that the Committee would meet on Monday, July 23. She stated that the Committee would be gathering collection development policies from library directors around the state.

AD-HOC COMMITTEE ON LONG RANGE PLANNING:

Lynn Sorenson Sutton called for comments on the Long Range Plan.

Ria Lukes suggested that the section concerning research needed attention. She stated that any research in the field should have statewide coordination. She stated that if a group wanted to do something that they could report it to the Committee.

Yvonne Mathis asked if the organization as a whole should be doing research. She said that perhaps the Association should select a topic and request input from the institutional members.

Judy Barnes said the plan could be mailed with the newsletter with instructions to bring comments to the meeting in October. Lynn Sorenson Sutton agreed to amend the plan and forward it to Judy Barnes for inclusion in the next newsletter.

Lynn also inquired about the deadline for annual reports. Diane O'Keefe stated that annual reports from Committee chairs were due August 31 and should be sent to Ria Lukes.

AD-HOC COMMITTEE ON RESEARCH:

Yvonne Mathis stated that the Committee had not met but were compiling a bibliography on research which they hoped to have ready for the October meeting. Yvonne agreed to send the MLA bibliography on research to Carole Gilbert. Yvonne stated that several topics came out of the survey but the one most mentioned was the value of the library to the institution. She stated that there are still some questions to be answered - who will be involved in the research?; do we need outside assistance?; do we need a budget for materials such as the King report and printing costs?

AUDIT COMMITTEE:

Leslie Behm stated that the Committee looked at the books and found them to be in order. She encouraged individuals to submit costs incurred by institutions for budgeting costs in the future. She stated that these costs should include faxing of materials.

BYLAWS COMMITTEE:

Marilyn Schleg stated that the Committee had worked on changes for the statement of purpose. She submitted the suggested change for the Board to review.

Marilyn Schleg moved and Betty Marshall seconded a motion to approve the statement of purpose as amended. Marilyn will revise the statement and send a copy to Judy Barnes to be mailed with the next newsletter.

EDUCATION COMMITTEE:

Nancy Nicholson stated that the Committee had not met but that the MLA credits had been sent in and AV requests had been sent out to speakers. She also stated that she was having difficulty getting information about Howard Majors.

Leslie Behm stated that MSU had a computer room available for the September workshop for technicians. She stated that the room costs would be approximately \$150.00 and that the room would be available Monday, Tuesday or Wednesday, September 17-19.

Carole Gilbert stated that the class would be on the Basics of Searching Medline, lunch would be on their own. She stated that the workshop would include hands on.

Nancy Nicholson stated she could do a survey of possible participants. Carole Gilbert stated that she would like no more than twenty participants.

Nancy Nicholson moved and Yvonne Mathis seconded a motion to set a fee of \$40.00 for the workshop which would include the handouts and manual.

Nancy Nicholson said that she would get a list of MDMLG participants of Hildegard's workshop in the Spring.

LOCAL ARRANGEMENTS:

Marilyn Schleg reported that the Board meeting would be at the University Club at 6:00 pm October 2. Flint people on the Board will pick up other members at their hotel and take them to the meeting. Menu options will include a choice of two. Marilyn will choose a fish and beef choice and a

dessert.

Ria Lukes stated that members should phone room reservations to Walli's East at (313) 743-8850. The MHS LA member rate is \$35.00.

Ria stated that the pre-conference mailing went out to 1989 members of MHS LA, library schools, libraries in hospitals in the American Hospital Association Guide, but not to speakers. Nancy Nicholson will send a copy to the speakers.

Judy Barnes stated that the mailing of labels was due to a delay in receiving membership information. She stated that the change from strictly individual to institutional and individual memberships made compiling the data very difficult.

Ria stated that registration information and form would go to the printer and would be mailed out August 6. She stated that there would be a late charge after September 7 of \$10.00 and that no registrations could be accepted after September 26.

Ria also reported that a Convention Bureau brochure of all hotels would be included in the packet. She said that classes would be on a first come first serve basis with a cut off of 25 persons.

Lea Anne McGaugh stated that she would be handling registration for the conference.

Ria reported that more vendors had contributed including W. B. Saunders,, NCME and Readmore. A total of \$1100.00 had been received. She stated that 10 vendors had donated and most local arrangements fees and some speakers fees would be covered by the donations.

AD-HOC COMMITTEE ON CD-ROM:

Doris Blauet stated that the initial mailing which went out to MHS LA members only netted 25 participating libraries. A second mailing went out to all hospitals in Michigan and gained another 15 small hospitals. She said there would be another meeting next week and that the deadline for participation was September 1.

DOCUMENT DELIVERY COMMITTEE:

Betty Marshall stated that the Committee had met and that she and Doris Blauet were working on communicating with institutions that had not paid their institutional memberships for participating in Docline.

She stated that the Committee had discussed some problems that its members were having with MSU and that Martha Studaker would draft a letter to send to MSU concerning the problems.

Leslie Behm stated that there was a task force at MSU working on the problem and that their own faculty experienced a six to eight week delays in receiving documents.

Betty stated that the Committee would have one more meeting in early September to put the MISHULS list together. The copies of the MISHULS list

and microfiche will go directly to Betty.

NOMINATING COMMITTEE:

Sandra Martin stated that the letter including the slate and petition information went out late because of the delay in the membership list information.

Judy Barnes will send labels to Sandra for MHSLA institutional and individual members.

PUBLICATIONS COMMITTEE:

Judy Barnes reported that the Committee had mailed two newsletters and was in the process of gathering information for the third. She said she would wait for the Long Range Plan and Bylaws revision before mailing the next issue.

TECHNOLOGY COMMITTEE:

Judy Barnes stated that the Committee had been working on the statewide database of membership information but that it was incomplete because the Committee had only recently received copies of the membership applications. She stated that the process was going very slowly because of the change in membership types.

Judy also stated that there would be an article in the next newsletter on computer viruses.

LOCAL AREA REPRESENTATIVES:

Ria Lukes reported that FAHSLN was continuing to work on the 1990 Conference.

Doris Blauet reported that new officers were selected for MDMLG. She stated that Carol Attar was President and Valaire Reid was President-Elect.

On behalf of M-MHSL, Judy Barnes presented an invitation to the Executive Board to host the meeting in Lansing in 1991. She stated that several members of the group had formed a Site Selection Committee and had looked at 7 hotels. She stated that the Harley Hotel was the only one that would not charge for meeting rooms or audiovisuals provided that the Association could fill a total of 90 rooms over the three days.

Betty Marshall moved and Doris Blauet seconded a motion to hold the 1991 conference in Lansing at the Harley Hotel. The motion was carried.

Doris Blauet reported that Norma Powers was in the process of moving the library at Munson Medical Center to new quarters. She said that part of the reason for the move was the flood they had in September of 1989.

Sandra Swanson stated that WMHSLA had their last meeting in Battle Creek and that Glenda Evans and Jack Sewell provided a presentation on patient education libraries. She said that the next meeting would be in October but that the Association would sponsor a CE workshop September 11 with speaker James Bobick on Collection Development.

OLD BUSINESS:

Diane O'Keefe stated that the Board was scheduled to discuss Nancy Winslow's letter regarding an Ethics Committee.

DISCUSSION:

Ria Lukes stated that the group needs to police itself to be more professional.

Nancy Nicholson stated that policing would be difficult without a standard.

Lynn Sorenson Sutton said that one charge of the Document Delivery Committee two years ago was to handle the problem of policing information brokers.

Carole Gilbert said that MLA was going to set guidelines with its Ethics Committee and that perhaps MHSLA could use their guidelines.

Diane O'Keefe suggested an Ad-Hoc Committee to keep in touch with MLA's progress or to be in place if MLA tables it.

Ria Lukes suggested that the State could be pro-active in establishing an Ethics Committee.

Doris Blauet moved and Yvonne Mathis seconded the motion to create an Ad-Hoc Committee on Ethics. The motion was carried.

NEW BUSINESS:

Carole Gilbert requested copies of the Bylaws of MHSLA and MDMLG for review by the Professional Development Committee of the Hospital Library Section of MLA.

Carole said that a movement of the Hospital Library Section of MLA lead to the hospital library facility code in the AHA guide. Carole also stated that members should check the new publication of the AHA (Directory of People in Health Care) to see if their names are in it.

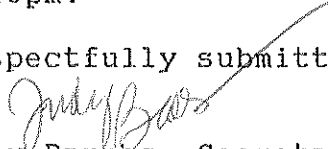
Carole also said that at the time of the MLA conference, 62% had responded to the AHA survey.

She said that she was invited to Washington to a planning meeting to let hospital administrators know about libraries. She said that thirty people from eighteen institutions would be invited to a meeting in November to get them to believe that hospital libraries are necessary. At that meeting she would present a paper on what libraries can do for you.

Carole also reported that AMA did vote that they need hospital libraries.

There being no further business to discuss, the meeting was adjourned at 1:40pm.

Respectfully submitted,


Judy Barnes, Secretary



Michigan Health Sciences Libraries Association

September 4, 1990

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

Dear Colleague:

The September 14, 1990 meeting of the MHSLSA Executive Board has been changed. The meeting will be held at St. Lawrence Hospital, Lansing at 9:00 am. This change is necessary in order to allow members of the State Council to attend the meeting at Ingham Medical Center scheduled for 2:00 pm.

Lunch will be at D'Luca's Restaurant and may cost as much as \$10 to \$12 with tip. Please R.S.V.P. to Jane Claytor so that reservations can be made.

Following the meeting, those members of the Executive Board interested in attending the State Council meeting will car pool to Ingham Medical Center for that meeting. The R.S.V.P. for that meeting has already been made.

A map and directions to St. Lawrence Hospital are enclosed along with the agenda and minutes of the July 20 meeting.

Yours truly,


Judy Barnes,
Secretary



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

MHSLA EXECUTIVE BOARD MEETING
 ST. LAWRENCE HOSPITAL, LANSING
 September 14, 1990

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

CALL TO ORDER:

The meeting was called to order by President, Diane O'Keefe at 9:15 am.

PRESIDENT'S REMARKS:

Diane O'Keefe reported that her only remarks were that the Conference planning seems to be going smoothly. She expressed her thanks to the Association members who are working to make the meeting a success.

SECRETARY'S REPORT:

Judy Barnes moved and Marge Kars seconded a motion to approved the minutes of the April 27 meeting as corrected. The motion was carried.

TRASURER'S REPORT:

Jane Claytor presented the Treasurer's report. She stated that North Detroit and Holy Cross Hospitals had not responded to the dues notices as yet.

Marge Kars moved and Sandra Swanson seconded the motion to approve the Treasurer's report. The motion was carried.

ARCHIVIST'S REPORT: No Report.

AD-HOC COMMITTEE ON CD-ROM:

Doris Blauet reported that 53 libraries were participating in the grant. She said that 27 of these were small libraries. Doris stated that the grant application would be mailed September 17 to NLM. According to Doris, several letters of support had been received and would accompany the grant request. These included support from Governor Blanchard and from GMRMLN.

Doris also reported that the Committee had selected EBSCO to be the vendor of the CD-ROM product and equipment because they could tailor the software to include MISHULS holdings. The cost per institution is \$7800.00 making the grant total \$418,000. She said that NLM would decide in March and fund in July and that the systems should be up by September, 1991.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT:

Norma Powers reported that the Committee had established their goals and that 30 institutions were asked for copies of their collection development policies. She thanked those who responded to the request. Norma also stated that the 1988 ILL information that had been gathered was sent to Leslie and that she would have a student compile the data.

Norma stated that other goals of the Committee were an Online network, a core list and collection development policies.

AD-HOC COMMITTEE ON LONG RANGE PLANNING:

Lynn Sutton reported that a copy of the Long Range Plan was included in the mailing of the last MHSLA News. She said she had received no comments on the document and that the Committee was waiting to take it up at the meeting. Diane D'Keefe suggested that the vote on the Long Range Plan be held to right before the Bylaws at the Annual Meeting. Lynn will coordinate with Diane and Marilyn Schleg at the meeting.

AD-HOC COMMITTEE ON RESEARCH: No report.

AUDIT COMMITTEE: No report.

BYLAWS COMMITTEE:

Marilyn Schleg reported that the Committee had complied and sent copies of the proposed amendments and revisions to the membership. She suggested that a copy be included in the packets to be handed out at the Annual Meeting. She said she had no comments or suggestions for change. Marilyn said that she would coordinate with Diane and Lynn regarding the presentation of the Bylaws changes at the meeting.

CONFERENCE PLANNING COMMITTEE:
EDUCATION COMMITTEE:

Nancy Nicholson reported that the tech workshop was scheduled for Tuesday, September 18,, at MSU's Computer Center. She reported that 15 had registered and that there was one possible late registration. Nancy stated that the Committee had received \$600.00 toward the expenses of \$650.00, but that the Board had already decided to underwrite the expenses.

Lynn Sutton asked how the target group was established. Nancy said that Janet Zimmerman had a list of people who attended last year's workshop and people who had attended the workshop put on by MDMLG. Nancy stated that Carole Gilbert and Janet Zimmerman had worked on the list. Nancy also reported that a survey would be sent out to determine the future needs of the membership.

LOCAL ARRANGEMENTS COMMITTEE:

Ria Lukes reported that there were 59 registrations: 57 members and 2 non-members. Also attending the luncheon would be 5 non registrants including one vendor and the speakers.

Ria stated that vendors had contributed a total of \$1200.00 and that with all the expenses it looks like the conference will see a profit of about \$1000.00.

Ria reported that Doris Blauet would be working on a revision of the evaluation form for the conference.

Ria also reported that there was a small problem with the folders. She said that Readmore had donated the funds to print the folders but that the Committee later learned that the original cost did not include the silk screening. She said the Committee contacted Readmore who agreed to pay the additional cost of the silk screening. She said that after the folders had been printed the Committee learned that they were short about eight or nine folders because of the registration. Ria said that for this reason the Committee was arranging to get the same kind of folders but without the imprinting and that these would go to members of the Committee.

Ria reported that at the last FAHSLIN meeting the members pulled together the give-aways for the meeting and had so many that they would be giving each person attending the conference a plastic bag with the giveaways and brochures, and a folder with the conference information.

Ria said that the Board dinner would be at 6:00 PM at the University Club and dinner would be served at 6:30 PM. There would be a choice of whitefish or filet mignon. Cost for the dinner will be \$16.00 per person. Checks will be made to MHS LA and MHS LA will then pay the University Club upon receipt of the bill in November. Jane Claytor suggested that since she would have the checkbook at the meeting that a check could be written at that time for the cost of the dinner.

Ria also said that for those who wanted drinks, the Club would allow members to pay for drinks as they are served.

Ria said that several annual reports were still outstanding. Jane Claytor agreed to call Bill Nelton to remind him that his report for the Archives was due.

Other reports still outstanding included the Publications Committee Annual Report, Conference Planning Committee Annual Report, Secretary's annual report, agenda for the meeting, financial statement, minutes of the September 14, 1989 Annual Meeting, Executive Board Decision and a statement about the voting paddles. Ria stated that if these reports could be received before September 24, that there would be sufficient time to have them copied for inclusion in the folders.

DOCUMENT DELIVERY COMMITTEE:

Doris Blauet reported that order forms for the MISHULS list or fiche had been mailed out. She said that the original copy of the list had been sent for reproducing the paper copies. Doris said that the Committee would meet on September 25 to assemble and mail the lists. Judy Barnes said that the directory portion would be printed at Lansing General Hospital and that this year it would be printed in two colors so that it was easier to use.

Jane Claytor said that the Committee should try to get the print copy punched with larger holes so that it is easier to use. Norma Powers suggested that the ILL Guidelines be included in the directory. Jane also said that she had not received a notice of the September 25 meeting. Doris agreed to check on these things.

NOMINATING COMMITTEE:

Norma Powers reported that she had received 120 ballots. She said that this is the first time the Association had to deal with both personal and institutional membership and that there may be two ballots in one envelope. She said that she had stamped the envelope with "official ballot" but recommended that the next ballot also be stamped.

Judy Barnes reported that there was some confusion in the requests for membership labels. Norma said that she had received two lists; one labeled personal and one labeled institutional. Judy said that she would check the database to be sure there are no duplicates.

PUBLICATIONS COMMITTEE:

Judy Barnes reported that because there were so many revisions to the MISHULS list that affected the MHSLA Membership List that the list would be reprinted to include the corrections. She said that the list would be printed and mailed as soon as the corrections are made. She recommended that the Committee stick to the cut off date for printing the list next year. Marilyn Schleg referred to the Bylaws which stated that the cut off date for membership was March 1 and that the list should be mailed before May 15.

TECHNOLOGY COMMITTEE:

Judy Barnes reported that the Committee will meet on September 25 at Lansing General Hospital. She reported that a survey form had been drafted and would be reviewed at the meeting. She said that the instructions and the form would appear in the next issue of the MHSLA News.

LOCAL AREA REPRESENTATIVES REPORTS:

FAHSLIN - No report.

MDMLG - No report.

MMHSL - No report.

NMHSLG - Norma Powers said there was no report but that it was good to be in new quarters.

TAMIC - No report.

UPHSLC - Norma reported that there was no report, only a question from Millie Kingsbury. She asked if the educational conference profits were carried over to the next conference. The Board agreed that they did not.

VRHSL - No report.

WMHSLA - Yvonne Mathis reported that the workshop on collection development given by James Bobick went very well. She said that there were 21 participants.

OLD BUSINESS:

Jane Claytor said that Kim Goldman had asked if CE credit was given to those who attended the Docline workshops put on by the Document Delivery Committee about a year ago. Doris Blauet said that the program did not qualify because it was not long enough. Doris said that the program was very informal and did not last longer than two hours.

NEW BUSINESS:

Lynn Sutton said that in talking with Faith Van Toll, there was some discussion about providing the OCLC tape to Docline. She said that this would affect the Document Delivery Committee.

Diane O'Keefe reminded members of the Board that the originals of their annual reports are due to be sent to Ria Lukes and that copies should be sent to her (Diane).

Ria stated that there would be no Archives display since there was limited space at the meeting. Diane agreed to bring the photographs that she had taken of Association members at the MLA conference.

There being no further business to discuss, Norma Powers moved and Nancy Nicholson seconded the motion to adjourn. The motion was passed and the meeting was adjourned at 10:40 AM.

Respectfully submitted,


Judy Barnes,
Secretary



MHSLA EXECUTIVE BOARD MEETING
UNIVERSITY CLUB, FLINT
OCTOBER 2, 1990

- 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

Table with columns P and A listing attendees and their roles, including Diane O'Keefe (President), Lea Ann McGaugh (Past President), Marge Kars (President Elect), and various committee members.

CALL TO ORDER:

The meeting was called to order by President, Diane O'Keefe, at 7:45 pm.

PRESIDENT'S REMARKS:

Diane O'Keefe thanked the committee chairs for their work over the past year. She reminded chairs that their procedure manuals need to be updated and will be turned over to the new chairs at the November 14 meeting.

SECRETARY'S REPORT:

Judy Barnes moved that the minutes be approved as corrected. Marilyn Schleg seconded the motion. The motion was carried.

TREASURER'S REPORT:

Jane Claytor gave her report. Ria Lukes questioned the conference printing costs line item. Jane explained that this would be adjusted in the final report to reflect the division of costs between the stationary and the conference printing. Jane also asked that all bills for fiscal year 1990 be turned over for payment so that the books can be closed by November 1.

Ria also questioned if financial donations will be listed on the final report. Leslie explained that donations will be noted and the costs will be noted as debits in order to balance the account.

Betty Marshall moved that all Institutional donations be reported to the Treasurer. Doris Blauet seconded. The motion was carried.

ARCHIVIST REPORT:

No report.

AD-HOC COMMITTEE ON CD-ROM:

Doris Blauet reported that the grant had been submitted and that the Committee will be waiting for a decision. Millie Kingsbury stated that she had seen a list of the grants awarded by NLM and said that several CD-ROM grants were funded.

AD-HOC COLLECTION DEVELOPMENT COMMITTEE:

Leslie Behm reported that the Committee had received 30 collection development statements and that a student was reviewing the interlibrary loan statistics and would be inputting the data shortly. She said the Committee hopes to have a report some time next year.

AD-HOC COMMITTEE ON LONG RANGE PLANNING:

No report.

AD-HOC COMMITTEE ON RESEARCH:

Yvonne Mathis reported that Carole Gilbert has a list of research information ready for distribution to members at the meeting. She stated the list will assist members in preparing in-house research projects.

AUDIT COMMITTEE:

No report.

BYLAWS COMMITTEE:

Marilyn Schleg stated that the charges of the Committee had been completed. She said she would coordinate with Lynn Sutton on presentation of the Long Rang Plan and the Bylaws change at the meeting.

CONFERENCE PLANNING:

EDUCATION:

Nancy Nicholson reported that the Committee had succeeded in getting CE credit for both workshops. Nancy also reported on the

Basics of Searching Medline workshop for Techs. She said that 17 had attended, and that if the room costs were \$150.00 as budgeted, the profit would be \$82.00. The Committee has not received the bill from MSU for the room as yet. Nancy reported that the Committee was giving thought to an intermediate class. Nancy also reported that she and Janet Zimmerman would work on the mailing list and would include all MHSLA members next time.

LOCAL ARRANGEMENTS:

Ria reported that there were 66 registrants; 61 paid, 4 speakers and 1 exhibitor. She said that 32 were signed up for "Yes you can". She reported that there were two late registration fees that had not been received and that these people would be reminded at registration. Ria stated that with vendor donations, a total of \$3405.00 had been received.

Ria asked that Board members ask the people at their lunch table why they came to get an idea why this conference was so successful. Norma Powers said she would not like a one day conference every year because the cost of getting to the conference was so expensive. She said many administrators would balk at sending employees so far for one day.

DOCUMENT DELIVERY:

Betty Marshall reported that the Committee met on September 24 to assemble the MISHULS list. Hackley had provided the printing but printed one side instead of two sided copy. She said that the reprinting would be done by October 3 and that the list would go out the following Tuesday. She also said that there were 23 orders received and that the microfiche copies would be received later for distribution.

Betty suggested that the incoming Committee would want to address the issue of privacy and its impact on interlibrary loan.

NOMINATING COMMITTEE:

Sandra Martin reported on the election results: President elect, Ria Lukes; Treasurer, Yvonne Mathis; Nominating Committee - Janet Zimmerman (Chair), Bonnie Swegles, Kay Kelly, Nancy Winslow.

PUBLICATIONS COMMITTEE:

Judy Barnes reported that additional problems in the printing of the Membership List, but that she had brought copies for distribution at the conference. It was agreed that copies would be sent to personal members and to institutional representatives as far as they would go. The remaining lists would be mailed by the end of the week.

TECHNOLOGY COMMITTEE:

Judy Barnes reported that the Committee had met on September 18 and had agreed on a finalized form of the survey to appear in the October issue of MHSLA News. Judy stated that Diane Dustin had drafted instructions which would appear in the body of the Newsletter. She said the Committee agreed that the results would

be requested before November 1; the inputting would be done before November 15 for production and mailing of the list before December 1. She said this schedule would be discussed with the incoming chair.

LOCAL AREA REPRESENTATIVES REPORTS:

FAHSLN: Doris Blauet reported that a grant had been approved for OCLC GAC.

MDMLG: No report

MMHSL: Maryanne Wallace reported that Jane Claytor would give the invitation to the 1991 Conference in Lansing.

NMHSLG: No report

TAMIC: No report

UPHSLC: Millie Kingsbury reported that they had received a grant for an OCLC work-station at Marquette General Hospital.

VRHSL: Stephanie John reported that Saginaw Cooperative Hospitals Libraries was automating with Datatrek and networking with Novelle. She also stated that they would be experimenting with a dedicated reference desk.

WMHSLA: Sandra Swanson reported that the new Local Area Representative would be Yvonne Mathis. Betty Marshall reported that Hackly Hospital's Library was in new quarters.

OLD BUSINESS:


Jane Claytor stated that Sinai Hospital still had not paid their institutional dues and was continuing to operate on Docline. Betty Marshall moved and Doris Blauet seconded the motion to authorize Jane Claytor and Doris Blauet to contact Sinai stating that if payment or purchase order is not received by October 15, 1990, that the President would authorize a letter to NLM asking for deactivation of Sinai's code on Docline. The motion was carried.

NEW BUSINESS:

none was presented.

There being no further business to discuss, Betty Marshall moved and Doris Blauet seconded a motion to adjourn the meeting. The meeting was adjourned at 9:45 pm.

Respectfully submitted,


Judy Barnes,
Secretary



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

October 12, 1990

Dear Colleague:

The November 14, 1990 meeting of the Executive Board will be held at the Harley Hotel in Lansing. A map of the area is enclosed.


The meeting will begin promptly at 10:00 am. The room has been contracted for 9:00 am for use by the Conference Planning Committee.

A continental breakfast and lunch will be provided. Cost per person is \$15.00. Checks should be made payable to MHSLSA. Please R.S.V.P. to me at (517) 377-8389 or Fax (517) 372-0341, before November 12, 1990.

Since this is a transitional meeting, Committee Chairs and officers are asked to bring their procedure manuals and records to be turned over to incoming Board Members.

Anyone from an institution that has picked up costs for Association activities for the 1990 fiscal year, is asked to prepare a list such contributions and mail it before November 1, 1990 to Jane Claytor, Treasurer, MHSLSA, St. Lawrence Hospital, 1210 W. Saginaw, Lansing, MI, 48915.

Yours truly


Judy Barnes,
Secretary



Michigan Health Sciences Libraries Association

EXECUTIVE BOARD
NOVEMBER 14, 1990
HARLEY HOTEL, LANSING, MI

Table with columns for Affiliated Groups, P, A, and names/positions. Includes names like Marge Kars, Diane O'Keefe, Ria Lukes, Judy Barnes, Yvonne Mathis, Bill Nelton, Marilyn Schleg, Doris Blauet, Jane Claytor, Norma Powers, Bonnie Swegles, Melba Moss, Mildred Kingsbury, Stephanie John, Mary Jo Wyels, Brian Simmons, Mary Hanson, Betty Marshall, Nancy Nicholson, Janet Zimmerman, Mollie Lynch, Leslie Behm, Lynn Sutton, Nancy Winslow, and Barbara Kormelink.

The meeting of the MHSLSA Executive board was called to order at 10:00 AM by Marge Kars.

Marge Kars reported that she had no remarks but called for introductions of new members of the Board.

SECRETARY'S REPORT

There being no corrections, Judy Barnes moved that the minutes of the October 2, 1990 Board meeting be accepted as read. Betty Marshall seconded the motion. The motion was carried.

Nancy Nicholson stated that the Education Committee Annual Report had not been included in the packets distributed at the Conference. The Secretary will include a copy of the Education Committee Report with the mailing of the minutes of this meeting.

There being no additions or corrections suggested for the Business Meeting minutes, Judy Barnes moved that the minutes be mailed out as is to the membership. Betty Marshall seconded the motion and the motion was carried.

TREASURER'S REPORT:

Jane Claytor presented the Treasurer's report in the absence of Yvonne Mathis. She reported that a separate sheet for institutional donations was included in the report as well as a separate report of the 1986 through 1990 conferences.

Jane reported that Nancy Winslow was so successful with the Vendors that there was a \$1095.24 profit for the one day conference.

There being no changes in the report, Bill Nelton moved that the Treasurer's report be accepted as presented. Janet Zimmerman seconded the motion and the motion was carried.

ARCHIVIST'S REPORT

Bill Nelton stated that there was no report. He said that he was still accepting photographs and other archive materials from members.

ETHICS COMMITTEE

Nancy Winslow stated that there was no report. She said that she has two volunteers for the Committee. Nancy asked if there was a charge to the Committee.

Diane O'Keefe suggested that the Committee develop an ethics policy. Marge Kars suggested that the Committee develop their own charge and report at the next Board meeting.

AD-HOC CD-ROM COMMITTEE

Doris Blauet was not present to report. Marge Kars stated that the Committee will not know until March if the grant was passed.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT

Leslie Behm reported that the Committee was still plugging away at the data. She stated that by the look of things, there were not going to be a lot of titles that the Committee would recommend for purchase.

Mary Hanson asked if the data was based on the number borrowed by each institution more than five times? Leslie agreed but indicated that these were not materials unavailable but materials that were not free.

Leslie stated she was surprised at the titles held by smaller institutions. She also reported that the committee would do

something with the collection development policies handed in. She said the Committee is looking into the idea of a handbook.

RESEARCH COMMITTEE

Yvonne Mathis was not present to report on the Committee's activities.

AUDIT COMMITTEE

Leslie Behm reported that the books were done. She stated that the Committee notebook and books have been organized and were ready to be turned over to Brian Simmons.

Brian asked about the purpose of the Committee. Leslie stated that the Committee was relatively new. She said that the first year was concerned with developing a format for the Treasurer's books. The second year the Committee worked with the Treasurer to maintain the records and audited the books at the end of the fiscal year.

Brian asked if the books needed to be audited by a CPA or reported to the IRS. Leslie said this was not necessary.

Leslie also reported that at the suggestion of the Committee, the Treasurer and President were bonded and that a dual signature for signing checks was established. This meant that either the President or Treasurer could sign checks.

Jane Claytor reported that cards for the transfer of the Association's accounts needed to be signed.

BYLAWS COMMITTEE

Marilyn Schleg reported that the Committee had completed its charge. She said that she would make the changes on the computer disk and turn it over to Mary Hanson. She said that there were no recommendations yet and that the notebook for the Committee was ready to be turned over to Mary.

CONFERENCE PLANNING COMMITTEE

Ria Lukes distributed a copy of the final report of the Local Arrangements Committee. Ria stated that 64 persons attended the conference. Three of the original 66 registered were unable to attend and one unexpected person attended.

Ria said that facility and printing costs were covered by vendor revenues. She said that the institutional donations report was exact except for phone calls which were estimated.

Ria said that including the educational, institutional donations and expenditures, the profit for the conference was \$1095.25. She said this did not include one late fee which is still not received.

The Committee suggested that because the Flint Conference was a one day session, that the suggestions by Millie Kingsbury and Norma Powers did not apply, but that they should be incorporated in this

year's suggestions.

The Committee recommends a separate chair for the Vendors other than the Local Arrangements Chair. This will assure for more continuity in contact with the Vendors.

Ria reported that at a meeting of the Local Arrangements and Education Committee Chairs that Leslie Behm was selected Vendor Chair.

The Committee suggested that the vendors be called and asked for their suggestions for the options they want. Nancy, Marilyn and Martha at Hurley will call vendors and develop an options packet and discuss with Leslie to be presented at the Local Arrangements Committee meeting.

The Committee suggested that mailing lists be revised; that a new list be developed for distribution of advanced brochures. The Local Arrangements Chair should develop contacts with SLA, MLC, etc.

The Committee suggested that the evaluation form be revised.

The Committee suggested that communication be active between the Conference Planning Committee and the Education Committee.

Nancy Nicholson recommended that there always be a Local Arrangements Committee member on the Education Committee. Nancy also asked that the Local Arrangements Committee provide room arrangements to the Education Committee to present to speakers.

The Committee suggested that the registration form be organized so that the return address fits into a window envelope.

Ria Lukes moved and Betty Marshall seconded the motion that the Vendor Chair be elected or approved by the Local Arrangements group separate from the Local Arrangements Chair and that the Vendor chair report to the Conference Planning Committee Chair or President-Elect. The motion was passed.

1991 CONFERENCE PLANNING COMMITTEE

Ria Lukes reported that the Committee had set its goals which include meeting as a committee as necessary, prior to the Board meetings; revise the evaluation tool; arrange for publications; and survey the vendors.

EDUCATION COMMITTEE

Nancy Nicholson presented the Committee's objectives.

Nancy stated that the charges of this Committee include the presentation of a CE Course for the general membership.

Mary Hanson stated that this was the result of the MLA certification changes.

Leslie Behm stated that this charge was because people who couldn't get to the annual meeting encouraged MHSLSA to hold a separate workshop, but WMHSLA is doing an annual CE course now.

Nancy Nicholson stated that it appears that a separate CE course presented the Education Committee does not seem necessary.

Nancy said she would try to communicate to local people what other CE's are available. She said she would actively pursue information. Leslie indicated that would help meet the guidelines.

Nancy reported that the Committee met on November 13 and prepared the first draft of the calendar. She stated that the Conference Planning Committee met this morning and ideas were solicited from the Local Area Representatives present to see what people wanted that was not offered previously. Nancy indicated that the conference would consist of two days of meetings with two optional days (Tuesday and Friday). She said that a wide variety of ideas were presented that would be considered by the Committee.

Nancy reported that the Committee had adopted a theme of "1991 a Capitol Year". She suggested that the Committee may be able to get speakers from the legislature that they could not get at other times. She reported that contacts had been set up. Nancy said that more information would be confirmed by the December 18th meeting of the Education Committee.

Nancy said that the fashion show listed on the tentative schedule would be presented by Hudsons free of charge. She said also that the Committee would try to work in the presented papers session when it did not compete with other things.

Nancy expressed her concern that there was no Board meeting before April. She said there was no way that they could turn in its confirmed calendar and budget by November and that it could not wait until April for Board approval.

A meeting date for the Board was set up for January 23, 1991 to discuss the Conference agenda. Members were asked for their home phone numbers and latest time that they can be called before a meeting to be notified that it was canceled. The list is to be attached to the minutes.

LOCAL ARRANGEMENTS

Judy Barnes reported that chairs had been selected and that the calendar for activities had been set.

Ria Lukes solicited ideas concerning a banquet on Wednesday evening at the Conference or a Special Event. She said that the guidelines presented to the Special Events Chair stated that it should not conflict with the conference and not to cost the Association money and that vendors should not be double tapped for support of a special event.

Ria suggested that if Congressman David Hollister is invited to speak at the banquet that the administrators could be invited and that the banquet could be underwritten by the vendors.

Judy Barnes said that M-MHSL had suggested a tour of the Library of Michigan or theater tickets or a tour of Binding Unlimited as special events.

Ria asked if the Association could put the money made in past years into the special event. Bill Nelton suggested that the St. Clair Conference was a precedent - That conference lost money.

The Board agreed that the profits from previous conferences should not support special event, but rather the educational portion of the conference.

Ria reported that Dave Keddle was working with his Development Office on ideas for the special event. She stated that the special event should be apart enough that if it falls through, it will not effect the conference. She suggested that the special event be on Thursday evening and that it be self supporting.

Leslie Behm suggested that there be a longer lunch hour to accommodate the Fashion show, and BUI tour and lunch.

Marge Kars said that Binding Unlimited said they would donate bags for the Conference and host a tour with bus transportation.

DOCUMENT DELIVERY COMMITTEE

Betty Marshall reported that OCLC GAC would probably be a priority of the Document Delivery Committee.

Betty also reported that the Committee had budgeted \$2,000 for the OCLC bill for the MISHULS list. She said that the bill had been turned in to the Treasurer and was approximately \$1,500.

Jane Claytor asked about the GMRMLN Council situation and OCLC GAC.

Mollie Lynch stated that the Council had no plans to interact with the Document Delivery Committee.

Betty Marshall stated that the tape from SERHOLD to GMRMLN would be billed individually to each participating institution. The cost will be approximately \$35.00:

Mollie said that a tape will go to NLM from the Region for loading and that regional lists will be generated at NLM. She said that the MISHULS list would be produced separately.

Marge Kars said she would talk with Barbara Kormelink, State Council President regarding the Council's relationship with the Board and MHSLA.

Nancy Winslow said she would draft a report on the State Council. Mollie said she was on the State Council and would report to the Board.

NOMINATING COMMITTEE

Janet Zimmerman reported that Sandra Martin had turned over the books to her.

PUBLICATIONS COMMITTEE

Judy Barnes stated that guidelines for the MHSLA News had never been drafted and that the Committee would work to develop guidelines. She said that she would bring a draft to the next meeting along with deadlines for the News.

TECHNOLOGY COMMITTEE

Judy reported that the survey was sent out to the membership and that she hoped to have the survey ready for the printer by December 1. Judy said she would contact people who participated in the last survey for updates.

Mollie Lynch reported that she was working on special interest groups such as Datatrek users for meetings to discuss needs and problems.

She said that she would poll committee members and ask them to facilitate specific focus groups.

LOCAL AREA REPRESENTATIVES REPORTS

FAHLN - Marilyn Schleg reported that the group met on November 6 at Hurley. She said they reviewed the final report of the Local Arrangements committee and gave their suggestions. New officers for the group are Marilyn Schleg, President and Lea Ann McGaugh, Secretary.

Marilyn also reported that Hurley is now doing about 95% of its searching on a CD-ROM work-station located at the reference desk.

MDMLG - Diane O'Keefe reported that Doris Blauet was the representative. She said that MDMLG would meet November 15 and that they would discuss sponsoring the 1992 conference.

M-MHSL - Jane reported that new officers would be elected and Bylaws voted on before the April meeting.

NMHSLG - no report

TAMIC - Melba Moss reported that the new representative would be Bonie Swegles.

UPHSLC - no report

VRHSL- Nancy Nicholson reported the group would meet the first week in December. She said that an NLM grant for teaching Grateful Med was awarded to Saginaw Cooperative and that the AHEC had been

dissolved.

WMHSLA - Mary Jo Wyels reported that the group met last month and that the new President is Yvonne Mathis. She said that the group would host a CE course in the Spring and will inform the Education Committee when they decide on date and time.

OLD BUSINESS

Ria said that in dealing with vendors, send information to Leslie, Judy or Ria.

Leslie Behm said she would meet with Nancy and Marilyn regarding their cooperation with soliciting vendors.

NEW BUSINESS

Judy Barnes will include a list of members of the Board with the minutes. She will also include a copy of the Committee members and Timetable for the Board.

Meetings of the Executive Board are tentatively scheduled for
January 23, 1991 - Bronson Hospital
April 3, 1991 - St. Lawrence Hospital
June 26, 1991 - Michigan Department of Public Health
August 28, 1991 - Lansing General Hospital
October 1, 1991 - Harley Hotel

There being no further business to discuss, Jane Claytor moved that the meeting be adjourned. Betty Marshall seconded the motion and the motion was carried.

Respectfully submitted,

Judy Barnes,
Secretary