



Michigan Health Sciences Libraries Association

EXECUTIVE BOARD
JANUARY 23, 1991
BRONSON HOSPITAL, KALAMAZOO

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 for Affiliated Groups, P, and A, listing board members and their roles such as President, Treasurer, and various committee chairs.

PRESIDENT'S REMARKS:

Marge Kars reported that she had distributed a copy of the Strategic Plan to all Board members with a cover letter indicating that future activities of the Board and Committees should address elements of the Plan.

Marge also stated that the committees that were most effected by the plan include Document Delivery, Collection Development, Education, CD-Rom and Research.

financial issues within the Plan would be addressed by the Board as a whole.

Marge also requested 1991 goals of the committees be mailed to her.

SECRETARY'S REPORT:

The minutes of the previous meeting were reviewed by the Board. Judy Barnes moved and Yvonne Mathis seconded a motion to accept the minutes as corrected. The motion passed.

Marge stated that the April 3, meeting date included in the minutes was incorrect. She stated that the date was to be April 10. Judy stated that the confusion was the result of a list of dates faxed to her which included an April 4 date. Jane Claytor stated that she was going to host the meeting and would check the calendar to see, which date was available and contact Judy.

TREASURER'S REPORT:

Yvonne Mathis read the Treasurer's report. She also reported that there were thus far 36 personal and 31 institutional memberships received. Yvonne moved and Doris Blauet seconded a motion to accept the report as read. The motion carried.

ARCHIVES:

Bill Nelton reported that the archives are growing. Mollie Lynch asked if the HIRA documents would be appropriate archival material. She agreed to send copies of the documents to Bill.

ETHICS COMMITTEE:

No report.

CD-ROM COMMITTEE:

Doris Blauet reported that she is still waiting to hear from NLM.

COLLECTION DEVELOPMENT COMMITTEE:

Leslie Behm reported that she is still plugging away on the data but had not worked on the project recently because of her duties as Vendor Chair for the 1991 conference.

Leslie reported that the Committee would be looking at guidelines for resource sharing among libraries.

Mollie Lynch stated that the Sisters of Mercy had drafted a legal agreement that addressed commitment to holder of record status. Jane Claytor said she had a copy of the draft and would share it with Leslie.

Leslie made the recommendation that the Collection Development Committee become a standing committee.

Mollie Lynch suggested that the Committee could create a display for the annual meeting of MHA to explain serials policies and collection development.

RESEARCH COMMITTEE:

Yvonne Mathis reported that the committee had scheduled three meetings and had set up what they were going to do. She reported that research information on the value of the library to the institution seemed to be a priority of the membership. She stated that the Committee was planning a research project and present at the Fall meeting in the form of a round table discussion.

Since Mollie and Judy were involved in surveys of their users, they agreed to send copies of their surveys to Yvonne.

Yvonne also stated that the Committee was looking for resources for teaching and funding research.

AUDIT COMMITTEE:

Marge reported that Brian Simmons, Chair was deployed to Saudi Arabia.

BYLAWS COMMITTEE:

No report.

CONFERENCE PLANNING:

Marge reported that Ria Lukes was unable to attend because of staffing problems.

EDUCATION: Marge stated that Nancy Nicholson was ill and would be unable to report.

LOCAL ARRANGEMENTS:

Leslie Behm reported that vendor letters had been mailed out last week. She stated that the exhibit fee was \$120.00. She also stated that vendors could send materials for display for a fee of \$60.00 but that materials would not be returned.

Leslie reported that included in the vendor letter was information on prices for breaks, breakfast, cocktail hour, luncheon, CE's and lunch on Friday. Other options included bags, folders, etc.

Leslie reported that Binding Unlimited was going to provide a tour of their business and provide lunch. She stated that the fashion show lunch scheduled for Thursday would have a separate fee of approximately \$10.00.

Leslie reported that Dr. Davis at MSU would be at the cocktail party for Tuesday evening. She said that there would be a cash bar for the event. In addition, one speaker has already been confirmed for the Wednesday evening banquet.

Leslie stated that the banquet would be included in the price of the registration, but that a separate brochure would be provided for librarians to invite their administrators. The charge to would be \$25.00.

Leslie also said that the CE lunch would cost approximately \$10.00 per person. In all, she reported that the budget for food was \$5179.00 based on Nancy's figures. She also said that travel and honoraria would be about \$1900.00.

Leslie said that audiovisuals not available through the hotel would be contracted through the hotel and may involve an additional charge.

Also noted was that the Board meeting would be held at lunchtime on Tuesday to allow for the cocktail party Tuesday evening.

Marge reported that the Special Event had not yet been decided, but will be presented in April.

Judy Barnes read the minutes of the Local Arrangements Committee.

Doris Blauet moved and Jane Claytor seconded the motion to invite James Frei to attend the cocktail party.

Discussion:

If James Fry is to be invited, it was suggested that other local leaders in the library field also be invited. Invitations were suggested for delegates from MLC, MLA, David Hollister, Governor Engler, Lansing hospital CEO's and the deans of the local schools.

The motion was amended to include these invitations and seconded by Jane Claytor. The motion was carried.

In response to a request to suggestions for the second CE, members recommended a CE on Quality Assurance. Marge Kars will call Nancy Nicholson and suggest that the second CE be on QA.

Marge also stated that Ria had a question regarding copying for the out of town speakers. It was agreed that speakers should be asked to send their masters by a certain date for reproduction. If reproduction is not done by MHSLA, speakers will be reimbursed at \$.05/page.

Marge stated that Ria had also suggested that Hospital Satellite Network and Meridian Systems be contacted as vendors for the conference.

DOCUMENT DELIVERY COMMITTEE:

Doris Blauet stated that the Committee met in December. She stated that goals and timetable had been set. She also reported that the Docline tape had been ordered and would be run February 1, 1991.

Mollie Lynch stated that GAC Region tape would also be run February 1, 1991. She also stated that NLM was committed to loading multiple tapes from the Region, but that libraries must be in the Union List to be in GAC. She said that the GMRMLN Union List will be produced at NLM. This means that you can be in Docline without being in GAC.

PUBLICATIONS COMMITTEE:

Judy Barnes reported that Sandra Swanson had been named Co-Chair. She also stated that the first issue had been published. She

stated that there were some corrections to be made to the boiler plate.

Judy also passed out copies of the suggested MHS LA News guidelines developed by the Committee. Doris Blauet moved and Marge Kars seconded a motion to approve the recommendations with two changes. The motion was passed.

TECHNOLOGY COMMITTEE:

Mollie Lynch reported that the committee would meet in February and that the Committee would prepare two or three topics for round tables at the conference.

LOCAL AREA REPRESENTATIVE REPORTS:

FAHSLN: Doris Blauet reported that the OCLC terminals for the Library of Michigan GAC were being received and that microcon was in process.

MDMLG: Doris Blauet stated that the group had met and had discussed hosting the 1992 MHS LA conference. She also stated that MDMLG would host a CE on medical terminology in March and that they were planning a program by David King on quality assessment.

NMHS LG: No report.

MMHSL: Jane Claytor reported that new officers would be announced in February and that the group was busy handling local arrangements for the 1991 conference.

WMHSLA: Yvonne Mathis reported that at the February meeting in Muskegon, Tim Ezell and Mary Griswold would be hosting an update on NLM and DIALOG. She stated that the June program was in the planning stages and would deal with library applications on spreadsheets and databases.

TAMIC: No report.

UPHSLC: No report.

VRHSL: No report.

OLD BUSINESS:

A discussion was held regarding the combining of the MHS LA Membership List, the MISHULS Directory, and the Technology Directory into one document. Marge suggested that the Chairs of the Document Delivery, Publications, and Technology Committees meet to discuss the feasibility.

A discussion was held regarding the use of institutional membership fees to underwrite union list charges exclusive of GAC. A decision was made not to do this.

Mollie Lynch will write an article for the MHS LA News regarding the value of joining GAC.

NEW BUSINESS:


Marge Kars stated that Nancy Nicholson had brought up the suggestion that MHSLA members who participate in the conference as speakers be offered reimbursement for travel, one nights lodging, one days registration and an honorarium of \$100.00 per session.

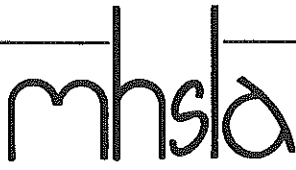
The matter was discussed and the consensus was that the Education Committee should be approached to determine a cost factor based on preparation time per speaker. Marge Kars will contact Nancy Nicholson and ask her to prepare such a recommendation.

A copy of the brochure that was developed two years ago was passed around to members of the Board. Leslie stated that it may be possible to get MSU to reproduce the brochure inexpensively. Leslie will get prices and present them to the Board.

There being no further business to discuss, Doris moved that the meeting be adjourned. Yvonne Mathis seconded the motion and the meeting was adjourned at 2:30 PM.

Respectfully submitted,


Judith A. Barnes,
Secretary



Michigan Health Sciences Libraries Association

EXECUTIVE BOARD

APRIL 3, 1991

ST. LAWRENCE HOSPITAL, LANSING, MI

	P	A	
	X		Marge Kars, President
		X	Diane O'Keefe, Immediate Past President
Affiliated Groups	X		Ria Lukes, President Elect
Flint Area Health Sciences Library Network			Conference Planning Chair
Metropolitan Detroit Medical Library Group	X		Judy Barnes, Secretary
Mid-Michigan Health Sciences Libraries			Publications Committee Chair
Northern Michigan Health Sciences Libraries Group			Local Arrangements Chair
Thumb Area Medical Information Consortium	X		Yvonne Mathis, Treasurer
Upper Peninsula Health Science Libraries Consortium			Research Committee Chair
Valley Regional Health Science Librarians	X		Bill Nelton, Archivist
Western Michigan Health Sciences Libraries Association		X	Marilyn Schleg, FAHSLN Representative
	X		Doris Blauet, MDMLG Representative
			Document Delivery Committee
			Ad-Hoc Committee on CD-ROM Chair
	X		Jane Claytor, M-MHSL Representative
	X		Norma Powers, NMHSLG Representative
	X		Bonnie Swegles, TAMIC Representative
		X	Mildred Kingsbury, UPHSLC Representative
	X		Stephanie John, Outgoing VRHSL Representative
		X	Mary Jo Wyels, WMHSLA Representative
		X	Brian Simmons, Audit Committee Chair
	X		Mary Hanson, Bylaws Committee Chair
	X		Nancy Nicholson, Education Committee Chair
		X	Janet Zimmerman, Nominating Committee
		X	Mollie Lynch, Technology Committee Chair
	X		Leslie Behm, Ad-Hoc Committee on Collection Development Chair
		X	Lynn Sutton, Ad-Hoc Committee on Long Range Planning Chair
	X		Nancy Winslow, Ad-Hoc Committee on Ethics Chair
			Incoming VRHSL Representative
		X	Barbara Kormelink, State Council President

PRESIDENTS REMARKS:

Marge Kars reported on the special task forces that she has appointed to carry out the directives of the Long Range Plan. She reported that Yvonne Mathis would be responsible for Research; Ria Lukes would investigate educational opportunities for members; Mary Hanson would work on developing a professional support system. and Doris Blauet would pursue sharing of resources. Marge said that her goal was to keep the Long Range Plan alive and put it to use. She stated that reports from these task forces would be expected later this year.

SECRETARY'S REPORT:

Judy Barnes made a motion that the minutes be accepted as corrected. Nancy Nicholson seconded the motion and the motion was carried.

TREASURER'S REPORT:

Yvonne Mathis said that to date there were 70 institutional and 77 individual members. She reported a treasury balance of \$26299.51.

ARCHIVES:

Bill Nelton reported that pursuant to a previous discussion by the board that concerned the growth of the MHSLA archives, he was to contact the Library of Michigan regarding storage. He reported that he has found room at his location so that this move will not be necessary. Bill also reported that the Archives are accessed regularly.

ETHICS:

Nancy Winslow reported that the Committee will meet the first week of May. She said the Committee will draft its goals and objectives and present them in June. She stated that they would be concerned with such elements as service, confidentiality, conflict of interest, etc.

CD-ROM:

Doris Blauet reported that she has heard nothing about the grant application to NLM. She said that Senator Riegle's office called to ask if she had heard anything, and promised to follow up on it.

COLLECTION DEVELOPMENT:

Leslie Behm reported that the goals and objectives have been written. She said that statistics on unique titles were being developed. She also stated that the Committee would be working on a handbook on collection development. Leslie reported that the next meeting would be in May or June.

RESEARCH:

Yvonne Mathis reported that the Committee had met and were working on goals and a databank of user surveys. She reported that there will be a "round table" at the conference on research. She asked that institutions interested in working on research contact the Committee.

AUDIT:

Brian Simmons was reportedly still in Saudi Arabia.

BYLAWS:

Mary Hanson reported that there had not been any meetings of the Committee as yet, but that no issues had been suggested for revision.

CONFERENCE PLANNING:

EDUCATION:

Nancy Nicholson submitted the Committee's recommendations for an

expense reimbursement policy.

Nancy made the motion that the honorarium be per session, not per person.

There was some discussion on how the ranges should be set.

Nancy revised the motion to read that the honorarium for conference speakers be per session, not per person and that a range be set based on amount of time per session; and that the policy be revised each year prior to contacting speakers. Leslie seconded the motion and the motion was carried.

Nancy suggested that the policy govern conference speakers only so as not to conflict with CE programs around the state.

Nancy submitted an estimate for speaker expenses and the calendar for the conference. She stated that when the advance brochure is mailed, recipients will be asked if they plan to attend the round tables and to complete a registration form for same. This will allow for some planning for the round table sessions.

Nancy reported that the banquet will be at 6:30pm not 7:00pm.

Nancy said that the Committee had accepted four contributed papers: Mollie Lynch will discuss budget review; Leslie Behm, quality filtering of journals; Marge Kars, joint ventures in strategic planning, and Stephanie John on her grant to teach Grateful Med.

Nancy moved that the contributed papers be accepted as recommended by the Education Committee. Doris Blauet seconded the motion and the motion was carried.

Nancy will give Judy Barnes a list of the speakers and their topics, and contributed papers for printing in the next issue of MHS LA News.

There was a discussion on how to fill slot for the second half of the afternoon after the MHA presentation on Thursday. Suggestions included ethics, GAC, networking, the Library of Michigan, collection development and U of M and MSU cooperation.

Leslie Behm agreed to organize a presentation or round table on collection development which will include the issues of agreements beyond the "core collection", the MHS LA Long Range Plan and "Library of Record". Doris Blauet, Mollie Lynch and Mary Hanson will also participate.

Nancy made the motion that the calendar be accepted.

DISCUSSION: There followed some discussion regarding the selection of the keynote speaker. Jane Claytor suggested that there was considerable rationale behind the opposition to the keynote speaker. She indicated that members of the MMHSL were concerned

that the current climate of mergers and politics among the Lansing Hospitals make it increasingly difficult to cope with such a situation. Judy Barnes, Jane Claytor and Norma Powers argued that no one in the organization has ever heard this speaker so there is no way to judge the person's skill as a speaker or relevance of the information.

Nancy Nicholson stated that the decision was made outside of the Education Committee and that the Committee's point of view was never considered.

Ria Lukes stated that the keynote speaker should be an upbeat speaker and that she feels that the speaker's topic, "what librarians can do to keep administrators aware of available library services" is a valid one.

Judy Barnes stated that the way in which the issue was handled was not consistent with normal planning policies and procedures.

Following the discussion, Doris Blauet seconded the motion to accept the calendar with the contributed papers. The motion was carried.

LOCAL ARRANGEMENTS:

Leslie Behm reported that the Banquet plans include a panel discussion which will include representatives from the College of Osteopathic Medicine and College of Human Medicine at MSU and from the U of M. The panel will discuss "the future of medical education."

After some discussion it was agreed that a letter will be mailed in July to Librarians with the preliminary flyer and two or three copies to be forwarded to CEO's, DME's, etc. The Librarians will be responsible for disseminating the information to their administrators.

Judy Barnes reported that the Local Arrangements Committee met earlier and discussed conference fees. She reported that the suggested fees are based on 60 persons attending.

Nancy Nicholson stated that these fees were competitive with MLA, SLA and past MHS LA conferences.

Ria Lukes moved that the two-day conference fee would be \$115.00 for members, \$135.00 for non-members; one day \$65.00 for members, \$85.00 for non-members; CE - \$125.00 for members, \$150.00 for non-members. Norma Powers seconded the motion and the motion was carried.

SPECIAL EVENT:

Ria Lukes reported that the "special event" would be a piano player named Mr. B. and a singer. An informal buffet will be available as well. Those invited to the conference will be asked to pre-register for the event so that planning can take care of the

organizing the buffet.

DOCUMENT DELIVERY:

Doris Blauet stated that the paper copy of the OCLC and tape have been ordered. She said that production costs were half of that of last year. This should raise a profit of \$2300.00.

Doris Blauet reported that the Chairs of the Technology, Publications and Document Delivery Committees met and discussed the production of a joint directory of MHSLSA members, MISHULS libraries and MHSLSA technology. A binder will contain records of members, their interlibrary loan statistics, and list of their technology. The outside leaves of the binders have pockets into which will be slipped card stock. Printed on the card stock will be OCLC code, phone and fax numbers for one side and personal names, phone and fax numbers for the other side.

It was agreed that a separate membership list will go to all personal members.

Doris reported that the Sub-committee on Long Range Planning for Resource Sharing formed by members of the Document Delivery, Collection Development and met following the Document Delivery Committee meeting. She said that they had developed the charges of the Committee.

PUBLICATIONS:

Judy Barnes reported that the January Newsletter had gone out and that the next one was due out in April. She said she had received copies of the membership applications and was inputting changes to the database.

TECHNOLOGY:

Mollie Lynch was not present to report.

LOCAL AREA REPRESENTATIVES:

FAHSLN - no report.

MDMLG - no report

MMHSL - Jane Claytor reported that the group would be holding a workshop to discuss GAC and the OCLC interlibrary loan sub-system at their next meeting.

NMHSLG - no report.

TAMIC - no report.

VRHSL - no report.

WMHSLA - WMHSLA will present a workshop on April 23 on marketing libraries.

OLD BUSINESS:

NEW BUSINESS:

GMRMLN representative Freida Weiss will speak at Ingham Medical Center on May 16, from 2:00pm to 4:00pm. Members interested in attending should contact Dave Keddle.

Nancy Nicholson reported that the Education Committee is planning a CE for support staff. The Committee plans a survey of past attendees and MHSLSA members.

Nancy presented the committee's time frame for coordinating committee activities and offered guidelines.

The Committee suggested that it present all options at the first meeting in the fall (November); that no invitations be extended to the speakers until after the winter meeting so that unsuitable topics can be eliminated. Costs should be ready by the April meeting.

Leslie Behm suggested that the Conference Planning Committee include all Area Representatives, the Chair of the Conference Planning Committee and Education Committee Chair. She stated that this would provide a larger pool for ideas and the Committee could have a better sense of what the Board would accept.

Leslie moved that the Board look at revising the Conference Planning Committee to include the Local Area Representatives. Ria Lukes seconded the motion and the motion was carried.


Norma Powers suggested that it was time to re-do the survey of the membership. Yvonne Mathis said that she would talk with Dina Nameth regarding doing another survey and report back to the Board.

Stephanie John reported that MC/MLA will hold their conferences in Akron in 1991, in St. Louis in 1992 and would like Michigan to host in 1993. Stephanie agreed to contact past hosts and inquire about their experience.

Bonnie Swegles asked what was the cut off date for the second notice to Docline participants. There was a discussion regarding the unpaid institutional dues for some members participating in Docline. Doris Blauet moved and Jane Claytor seconded a motion to have the Treasurer follow-up with a second notice to those participants in Docline who have not paid their institutional dues; delinquent institutions are to respond by mid-May or their codes will be de-activated. The motion was carried. Yvonne agreed to call those members as well.

Doris Blauet suggested that MHSLSA consider a Membership Committee. Marge suggested that this might fall under the "provision of a professional support system" under the Long Range Plan. The sub-committee chaired by Mary Hanson will evaluate the situation and make recommendations.

Respectfully submitted,


Judith A. 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

TO: MHSLA Board Members

FROM: Marge Kara

DATE: May 21, 1991

The June 26 board meeting has been canceled. We will not reschedule this meeting unless issues come up that require action before the scheduled meeting of August 28 in Lansing.

You should be receiving a fax in the next few days about the slate of candidates for the 1992 election of officers. Please respond to this fax quickly so we can meet the required bylaws deadline.

The August meeting is the date that all committee annual reports are due to the president. Hopefully we will also have some reports from the individual Long Range Planning Task Forces.

Please call me at 616 341 8627 if you have any questions or comments about the cancellation of the June meeting or anything else I've said.

Thanks



Michigan Health Sciences Libraries Association

August 15, 1991

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

TO: MHSLSA Board Members

FROM: Marge Kars, President

RE: August meeting.

Enclosed is the agenda for the August 28, 1991 Executive Board meeting. As you can see we have a lot of business to attend to at this meeting. All committee annual reports are due to the President at this meeting. Also, please bring a clean reproducible copy for the Local Arrangements Committee for the packets.

I am also requesting that chairs of the task forces from the long range plan report at this meeting. Please call me at (616) 341-8627 if you have any questions.

The meeting is to be held at the Michigan Department of Public Health. The room has been booked starting at 9:00 am for the Conference Planning Committee. The Executive Board will meet at 10:00 am. A set of maps is enclosed.

Lunch will be Dutch Treat at the Frontier Restaurant nearby. Those attending the meeting should R.S.V.P. to Judy Barnes at (517) 377-8389 before August 25 so that reservations can be made.

See you at the meeting.



Michigan Health Sciences Libraries Association

MHS LA EXECUTIVE BOARD MEETING
Michigan Department of Public Health
August 28, 1991

Affiliated Groups

Table with columns for Affiliated Groups, P, and A. Lists various health sciences libraries and their representatives, including Marge Kars (President), Diane O'Keefe (Immediate Past President), and others.

CALL TO ORDER:

The meeting was called to order by President, Marge Kars, at 10:05 AM.

PRESIDENT'S REMARKS:

Marge Kars stated that David Keddle had been invited to attend the meeting because of his recent appointment to the GMRMLN Board.

SECRETARY'S REPORT:

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

TREASURER'S REPORT:

Yvonne Mathis reported a new balance of \$26,786.52 in the treasury. She also reported that a check for \$15 received by the Treasurer for payment of MHS LA dues was returned for insufficient funds. Yvonne moved that the report be accepted as given. Jane Claytor seconded the motion and the motion was carried.

ARCHIVIST REPORT:

Bill Nelton stated that there was nothing new to report. He said that he had copied approximately 80 pages for the Archives.

LONG RANGE PLANNING TASK FORCE COMMITTEES:

RESOURCE SHARING

Doris Blauet reported that the Resource Sharing Task Force had met. She presented a flow chart of resources available in the state. She reported that the Committee had three recommendations:

1. Approach neighboring states, Ohio & Illinois, to establish a reciprocal ILL agreement with basic units as a source of free loans.
2. Encourage state health science libraries to participate in OCLC's GAC or full OCLC. Seek LSCA funds to enter HSL holdings into OCLC.
3. Plan and direct workshops on searching OCLC and the ILL subsystem for MHSLA members.

Doris will write a small piece to go along with these recommendations and the flow chart in the next MHSLA News.

Doris Blauet reported that LSCA funds would be available for OCLC GAC participation, but that the grant applications had to be submitted by October 1, 1991.

Doris will call Local Representatives not in attendance at this meeting to find out who is not already in GAC. These Libraries will be provided with copies of successful grant applications so that they might use that information to take advantage of this round of funding by submitting a grant.

EDUCATIONAL TASK FORCE:

Ria Lukes reported that seven Committee members had been selected so represent a broad spectrum of library activities. They are:

- Jo Ann Ellis from FOH, representing support staff
- Sandra Martin from Harper, representing larger hospitals
- Melba Moss from Port Huron, representing one person libraries
- Lynn Sutton from Wayne State, representing Universities
- Robin Terebelo from Providence, representing the Education Committee
- Carol Gilbert from Providence, representing education and MLA communications
- Ria Lukes, Chair, from St. Joseph in Flint, representing Conference Planning.

Ria reported that the Committee will be involved in reviewing educational opportunities, exploring ways to increase membership, evaluating MHSLA programs and impact of education on the membership.

The Committee will meet again on September 20.

RESEARCH TASK FORCE:

Yvonne Mathis reported that she had contacted MHSIA committees and members but no projects were underway as yet. She reported that some of the issues members thought might be studied include:

- a survey to determine the cost to process an interlibrary loan on DOCLINE and elapsed time
- a survey of published authors of what libraries they used and what services
- a survey of end-user searching regarding training vs mediated search time expended
- an evaluation of bibliographies published in journals

PROFESSIONAL SUPPORT TASK FORCE:

Mary Hanson reported that the Committee would meet in September and that she would report at the October meeting.

Ria also reported that interaction between the Task Forces suggests that MHSIA should have a Membership Committee.

Marge Kars was asked if these committees would continue with the new administration. She reported that thus far it was anticipated that they would continue.

AD-HOC COMMITTEE ON CD-ROM:

Doris Blauet reported that the CD-Rom grant had been denied by NLM. She stated that NLM had cited the cost of equipment and the fact that CD-Rom was chosen over GratefulMed as its reasons for denial.

Doris Blauet made a motion that the CD-Rom Committee be dissolved. The motion was seconded by Mary Hanson and passed.

Doris made a motion that a new Grants Writing Committee be developed as an Ad-Hoc Committee this year, but to be added to the Bylaws as a standing committee in 1992. The motion was seconded by Jane Claytor and passed.

Stephanie John volunteered to serve as Chair of the Ad-Hoc Committee on Grant Writing. Marge Kars stated that the charge of the Committee should be to explore the possibility of securing a grant with a strong push for automation of the under-served libraries or libraries with inadequate automation.

AD-HOC COLLECTION DEVELOPMENT COMMITTEE:

Leslie Behm reported that the Committee is working on a handbook of collection development policy writing.

She reported that the interlibrary loan statistics gathered in 1987 had finally been evaluated. She reported that only six out of 272 titles were of significance. Essentially libraries are

able to get what they request using routine interlibrary loan methods.

Leslie stated it was the Committee's recommendation that a standing committee be appointed to study resource sharing.

AD-HOC COMMITTEE ON ETHICS:

Nancy Winslow reported that the Committee had met in May and she submitted a draft of a suggested Code of Ethics for MHS LA. She stated that she anticipated additional input at the round-table discussion at the Conference. She said that she would then be able to present this information to the Board.

AUDIT COMMITTEE:

Brian Simmons reported that the Audit Committee had met and gone over the Association's books and found no discrepancies. He stated that the Committee will meet again in January and perform another audit.

BYLAWS COMMITTEE:

Mary Hanson reported that there had been no suggestions for change in the Bylaws received during the year.

DOCUMENT DELIVERY:

Doris Blauet reported that there had been no meeting of the Document Delivery Committee since the last Board meeting.

CONFERENCE PLANNING:

EDUCATION:

Ria Lukes reported that Nancy Nicholson had resigned her position at Saginaw Cooperative Libraries. She stated that the educational portion of the Conference appears to be in place.

LOCAL ARRANGEMENTS:

Leslie Behm reported that the menu and timing of the meal for the Executive Board meeting has to be set.

Leslie reported that she had sent registration cards to the vendors with the MHS LA Conference on them so that their rooms would be counted in the total.

She also reported that Faxon had ordered their bags in January and that they would be supplying bags without the MHS LA logo. She suggested that MHS LA purchase a luggage tag with the MHS LA logo on it to be attached to the bag. The cost would be \$1000 for 150 tags.

The consensus of the Board was that she should go ahead and get something with the MHS LA logo on it with a limit of \$1000.00.

Ria Lukes reported that there would be a Hospitality Suite

available at the Conference. She stated that members should stop by to discuss planning issues, committees, etc.

Marge Kars requested that all Long Range Planning Task Force Committee Chairs and as many members of the committees as possible meet with her and Ria Lukes in the Hospitality Suite at 9:00 am on Tuesday, October 1, 1991.

NOMINATING COMMITTEE:

Janet Zimmerman reported that the ballots had been mailed. Because of the confusion over institutional and personal membership, and the possibility that ballots could be duplicated, it was recommended that some revision should be made by the next Nominating Committee to the voting mechanism.

Janet also reported that several people had been asked to run for office but declined because they couldn't make every meeting. Others declined because they were not familiar with MHSLA. Ria Lukes suggested that those people, who declined because of unfamiliarity with the organization, could be named committee chairs to get their feet wet. Janet will give Ria the names. Leslie Behm suggested that there was no provision in the Bylaws which prohibited re-cycling people. Those who served as officers before could easily run again for the same or different office.

PUBLICATIONS COMMITTEE:

Judy Barnes reported that Lansing General Hospital had gone through some managerial changes over the past three months. Restrictions on photoduplication and mailing charges were established which would prohibit the production and mailing of the MISHULS/Technology Directory.

Judy will print the directory information, mail it to all participating libraries, for return by September 13. The Directory will be printed and ready for duplication by September 16. The Board agreed to use a professional printing service to reproduce sufficient copies for the membership.

The directory will be distributed, at the Conference, with the remaining copies to be mailed.

The Board agreed that the Bylaws should be part of the Membership List since that document goes to all members.

TECHNOLOGY COMMITTEE:

Mollie Lynch reported that priority of the Technology Committee is to get the Technology Directory out.

LOCAL AREA REPRESENTATIVES REPORTS:

FAHSLN: No announcements.

MDMLG: Doris Blauet reported that Diane O'Keefe had been appointed Local Arrangements Chair for the 1992 Conference.

Diane O'Keefe reported that the Mayflower Inn had been selected as the site, but that the days would be Monday to Thursday instead of Tuesday to Friday. Meeting rooms are across the street from the Inn. Three days of meetings will cost \$975. Four days would be \$375.00 extra. The conference will be limited to two concurrent sessions because of limited space.

Diane made the motion that the 1992 Conference be held October 12-15 at the Mayflower Inn in Plymouth. Doris Blauet seconded the motion and the motion was carried.

MMHSL: Jane Claytor reported that MMHSL was hard at work preparing for the Conference.

NMHSLG: No report

TAMIC: No report

UPHSLC: No report

VRHSL: Stephanie John reported that Valley Regional had not met yet, that the meeting was to be October 24 at Bay Medical Center. Stephanie also reported that June Cronenberger is the new Assistant Director at Saginaw Cooperative Libraries.

WMHSLA: Mary Jo Wyels reported that at the June 18 meeting of WMHSLA, there was a presentation on using databases and spreadsheets. She also reported that their CE on marketing in April turned a profit.

OLD BUSINESS:

Stephanie John reported that after reviewing the planning guide for MCMLA, the program guide and the final report for the Lansing MCMLA conference, that MCMLA's past track record would indicate that there would be no benefit in working with MCMLA in 1993 to host their conference.

Stephanie made the motion that MHSLSA decline to host MCMLA in 1993. Ria Lukes seconded the motion. The motion was carried. Marge Kars will write a letter outlining the decision to decline.

NEW BUSINESS:

Dave Keddle reported on the changes in the GMRMLN contract. He reported that five health professionals were added to the Council including Dr. Michael Zaroukian from Michigan State University. Five resource libraries, five state council representatives, five health professionals and five committee chairs make up the Council. He also reported that MSU is now a resource library.

There being no further business to discuss, the meeting was adjourned at 2:45 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

South Central Michigan
Health Sciences Libraries
Association

Thumb Area Medical
Information Consortium

Upper Peninsula Health
Science Libraries
Consortium

Valley Regional Health
Science Librarians

Western Michigan Health
Sciences Libraries
Association

September 18, 1991

Dear Board Member:

The Executive Board will meet Tuesday, October 1, 1991 at the Harley Hotel in Lansing. Out-going Local Area Representatives are asked to invite the in-coming representative to attend this meeting.

The meeting will begin at 11:30 AM. Choices for lunch are Scrod at \$8.93 and Lasagna at \$8.27. (Prices include tip and tax). Checks can be made payable to MHSLSA and given to the Treasurer, Yvonne Mathis at the meeting.

R.S.V.P.s and entre selection ARE REQUIRED before September 25 so that final room and meal arrangements can be made. My phone number is (517) 377-8389.

Chairs of the Long Range Planning Task Force Committees are asked to meet with the President and President-Elect at the Hospitality Suite at the Harley at 9:00 AM. Members of the Committees are also invited to this meeting.

There will be flip charts available for comments and suggestions from the membership at the Hospitality Suite. An announcement will made about this mechanism of communicating ideas to the Executive Board at the General Membership Meeting, Wednesday, October 2, 1991.

Thank you,

A handwritten signature in black ink, appearing to read 'Judy Barnes', is written over the typed name.

Judy Barnes,
Secretary



MHSLA EXECUTIVE BOARD MEETING
Harley Hotel, Lansing
October 1, 1991

- Affiliated Groups
P A
X Marge Kars, President
X Diane O'Keefe, Immediate Past President
1992 Local Arrangements
X Ria Lukes, President Elect
Conference Planning
Education Task Force
X Judy Barnes, Secretary
Publications Committee
1991 Local Arrangements Committee
X Yvonne Mathis, Treasurer
Research Committee
Research Task Force
X Bill Nelton, Archivist
X Marilyn Schleg, FAHSLN
X Jane Claytor, MMHSL
X Norma Powers, NMHSLG
X Bonnie Swegles, TAMIC
X Mildred Kingsbury, UPHSLC
X Stephanie John, VRHSL
Ad-Hoc Grants Committee
X Mary Jo Wyels, WMHSLA
X Doris Blauet, MDMLG
Ad-Hoc CD-Rom Committee
Document Delivery
Resource Sharing Task Force
X Brian Simmons, Audit Committee
X Leslie Behm, Ad-Hoc Collection Development
X Mary Hanson, Bylaws Committee
Professional Development Task Force
X Nancy Winslow, Ethics Committee
X Janet Zimmerman, Nominating Committee
X Nancy Nicholson, Education Committee
X Mollie Lynch, Technology Committee
X Dave Keddle, GMRMLN Representative

PRESIDENT'S REMARKS:

Marge Kars introduced Chris Hunt of Detroit Osteopathic representing MDMLG, who presented the invitation to hold the 19th Annual Educational Conference at the Mayflower Hotel in Plymouth. Chris stated that the Conference has been scheduled for October 13-15, 1992. Diane O'Keefe, Chair of the Local Arrangements Committee for the 1992 Conference will make the invitation to the membership at the Business Meeting.

LOCAL REPRESENTATIVES:

FAHSLN - No report

MDMLG - Doris Blauet reported that this group held a "Loansome Doc Brown Bag" which was attended by 30 people. They are now working on planning the 1992 Conference.

MMHSL - Jane Claytor reported that MMHSL has been working on 1991 Conference planning activities.

NMHSL - No report

TAMIC - No report

VRHSL - No report

WMHSLA - No report

UPHSLC - Millie Kingsbury reported that six librarians met at the Soo, including two Canadian librarians. The focus of the all day meeting was on automation. Millie also reported that she will be retiring in January and that Marquette General will be taking applications for that position.

Norma Powers reported that she has a position for a half time MLS.

SECRETARY'S REPORT:

Corrections were made to the minutes of the August 28, 1991 meeting as follows:

p. 1 Attendance List: Add Dave Keddle to the list of those in attendance.

p. 1 last paragraph: Minutes were corrected to read that the returned check was not a MHSLA check but the check for dues that was received by the Treasurer.

p. 4 EDUCATION: Strike out statement that Nancy Nicholson had resigned as Education Chair.

There being no further corrections to the minutes, Judy Barnes moved and Nancy Nicholson seconded the motion to approve the minutes as corrected. The motion carried.

It was also agreed that corrections will be included in the minutes of the next meeting and that corrected copies be mailed to the President and Archivist.

TREASURER'S REPORT:

Yvonne Mathis reported that the Treasurer's report was included in the Conference packet. She reported a current balance of \$26,915.89.

Doris Blauet moved and Jane Claytor seconded the motion to accept the Treasurer's report as presented. The motion carried.

ARCHIVIST:

Marge Kars reported that due to staff and budget cuts at the Michigan Department of Public Health, Bill Nelton felt it necessary to decline attending the Conference. He asked to have the Board discuss this situation and whether they feel he should remain as Archivist. The consensus of the Board was that Bill Nelton should remain as Archivist until he feels he is unable to do so.

AD-HOC CD-ROM COMMITTEE:

Doris Blauet reported that this Committee had been dissolved at the last Board meeting.

AD-HOC COLLECTION DEVELOPMENT COMMITTEE:

Nothing to report.

AD-HOC ETHICS COMMITTEE:

Nancy Winslow stated that there was nothing to report. She said that the Committee would gather more information at the round table discussion later today.

AD-HOC GRANTS COMMITTEE:

Marge Kars reported that Stephanie John had passed along information to her on the Library of Michigan 1992 LSCA funds. She stated that MHSLA was not eligible since funds were reserved for OCLC GAC and MARC record generation for multi-type groups.

RESEARCH COMMITTEE:

Yvonne Mathis reported that the data collection form was reviewed and revised by the Committee. She stated that most members were interested in how the information provided impacted on prescribing, diagnosis or length of stay of patients. All Board members were encouraged to participate in the project.

BYLAWS COMMITTEE:

Mary Hanson reported that there was nothing new.

CONFERENCE PLANNING:

Ria Lukes deferred to Nancy Nicholson and Judy Barnes:

EDUCATION COMMITTEE:

Nancy reported that all was in order. She said that there were 35 registered for the Total Quality Management CE and six registered for the Government Documents CE.

Nancy reported that there was no response regarding CE yet on a couple of the programs. She said that sign-up sheets were included in the instructors' packets.

LOCAL ARRANGEMENTS:

Judy Barnes deferred to Leslie Behm.

Leslie reported that classes were evenly divided except for Total Quality Management and Government Documents.

Leslie reported that there will be a good turnout for the Special Event. She said only three DME's and Administrators signed up for the Banquet.

EDUCATION COMMITTEE:

Nancy Nicholson reported that 156 surveys were mailed to one-person libraries, support staff, etc. She said that 57 were returned. Of these, the subjects most desired for coverage at a CE are: public relations, resource sharing, time management, stress management and searching. Nancy also reported that the survey was evenly divided between half day or whole day seminars.

Nancy reported that arrangements have been made to have Margaret Auer present a half day workshop on "Developing good public and working relations", November 6, 1991 at St. Lawrence Hospital from 9:00am to 12:00noon. Nancy said that Margaret Auer's fee was \$250. The committee suggested the fee should be \$15.00 per person.

Ria suggested that perhaps the price for a support-staff non-member should include membership in MHSLA. It was agreed that any discussion regarding dual pricing should be deferred to the Education Committee.

Leslie moved and Nancy Nicholson seconded the motion that the workshop be held as described. The motion carried.

AUDIT COMMITTEE:

Brian Simmons reported that the Committee would meet again in January to review the books.

DOCUMENT DELIVERY COMMITTEE:

Doris Blauet reported that order forms for the MISHULS list would be going out this week.

NOMINATING COMMITTEE:

Janet Zimmerman reported that 111 ballots were received. Carole Gilbert had been elected President-elect, Mary Griswold had been elected Secretary and that the Nominating Committee was Sandra Swanson, Chair, and Mary Anne Wallace and Joan Emahiser.

PUBLICATIONS COMMITTEE:

Judy Barnes reported that the next deadline for the MHSLA News was October 15, 1991. She stated that Sandra Swanson would be incoming Chair.

TECHNOLOGY COMMITTEE:

No report.

STRATEGIC PLAN EDUCATION TASK FORCE:

Ria presented the report of the Task Force and made the following motion:
A membership committee be appointed for the 1991-1992 MHSLA year. A bylaws change should be made at the 1992 annual business meeting to change this committee to a standing committee.

The suggested charge to this committee is twofold.

- a. help the treasurer mail membership notices and follow-up notices.

b. develop, distribute, and analyze a survey that will help the Association do an extensive evaluation of members and nonmembers needs, wants, etc.

Mary Hanson seconded the motion and the motion was carried.

STRATEGIC PLAN PROFESSIONAL SUPPORT TASK FORCE:

Mary Hanson reported that this group met once to discuss three major questions: Why should you join MHSLA?; Why would you continue as a member? and What else could MHSLA do or offer that would be beneficial to you or your library?.

She stated that the Task Force found the response to the first two questions included in resource sharing, specifically with respect to MISHULS and DOCLINE. Exchange days, mentoring program, etc were responses to the third question. The Task Force also recommended establishing a membership committee.

STRATEGIC PLAN RESOURCE SHARING TASK FORCE:

This Task Force reported at the last Board meeting. Its recommendations include:

1. Approach neighboring states (Ohio and Illinois) to establish a reciprocal ILL agreement with basic unit libraries as a source of free interloans.
2. Encourage state health science libraries to participate in OCLC GAC or full OCLC. Seek LSCA funds to enter health science libraries holdings in OCLC.
3. Plan and direct workshops on searching OCLC and the ILL subsystem for MHSLA members.

STRATEGIC PLAN RESEARCH TASK FORCE:

Yvonne Mathis reported that the report of this Task Force was included in the packets. She stated that general research activities which were suggested included:

Costs to process an ILL on DOCLINE
Impact of hospital libraries to physicians/allied health
Does the time and effort to teach end-users how to search save the librarian time?
Editorial quality of journals.

NEW BUSINESS:

Norma Powers recommended that the Association set up an annual scholarship for registration for the Annual Educational Conference. There being no further business to discuss, the meeting was adjourned at 1:25pm.

Respectfully submitted,

Judith A. Barnes,
Secretary



Michigan Health Sciences Libraries Association

MHSLA EXECUTIVE BOARD MEETING
NOVEMBER 12, 1991
MAYFLOWER BED AND BREAKFAST HOTEL
PLYMOUTH MI

- Affiliated Groups
P A
X Ria Lukes, President
X Marge Kars, Immediate Past President
X Carole Gilbert, President Elect
X Mary Griswold, Secretary
X Yvonne Mathis, Treasurer
X Bill Nelton, Archivist
X Diane O'Keefe, Local Arrangements Committee
X Judith Barnes, Outgoing Secretary
X Nancy Winslow, FAHSLN
X Jane Claytor, MMHSL
X Norma Powers, NMHSLG
X Bonnie Swegles, TAMIC
X Stephanie John, VRHSL
X Mary Jo Wyels, WMHSLA
X Doris Blauet, MDMLG
X Lea Ann McGaugh, Document Delivery Committee
X Brian Simmons, Audit Committee
X Sandra Swanson, Publications Committee
X Leslie Behm, Ad-Hoc Collection Development Education Committee Co-chair
X Mary Hanson, Bylaws Committee
X Dave Keddle, GMR Representative
X Lynn Sorensen Sutton, State Council Representative
X Judy Coppola, Education Committee Co-chair

The meeting was called to order by Ria Lukes at 9:30am.

PRESIDENT'S REMARKS:

Ria Lukes spoke of the challenges the organization and its members will be facing over the next year. Changes in the format and length of the annual educational conference will need to be addressed.

CONFERENCE PLANNING COMMITTEE:

LOCAL ARRANGEMENTS COMMITTEE:

Diane O'Keefe presented ideas for activities which included a mystery dinner, flexible workshops periods, and longer lunch breaks. Consideration for those who can attend only a day or day and a half were made.

EDUCATION COMMITTEE:

Leslie Behm discussed possible CE courses for the conference. The goal of offering various CE's around the state at other times of the year could take the stress off of selecting the CE classes for the conference. Several were discussed and either a basic management or AIDS subject class will be offered. Leslie proposed establishing an "education calendar" which would include educational opportunities available throughout the year.

Keynote speakers were discussed, including: Rya Ben Shir, Bernie Todd Smith, Eugenie Prime, Jana Bradley, Blaise Cronin and Robert Cheshier. Lea Ann will check on the speaker for MC/MLA to avoid duplication.

SECRETARY'S REPORT:

Corrections were made to the minutes of 10/1/91 as follows:

p.1 "invitation hold" changed to "invitation to hold"

p.2 "FHALN" changed to "FAHSLN" and "Lonesome Doc" to "Loansome Doc"

"Sioux" changed to Soo or Sault / Nancy given a last name - Nicholson

p.3 "57 were received" changed to "57 were returned"

p.4 Carol (e added) Gilbert was elected President-elect, not president

Marge Kars moved to accept the minutes as corrected, and Jane Claytor seconded. The motion carried.

TREASURER'S REPORT:

Yvonne Mathis provided a printed report and corrections to some previous reports and stated that the balance is \$32,443.90. She also provided a report of conference expenses and revenue which showed that the conference brought a profit of \$7,771.04.

Mary Jo Wyels moved to accept the report and Doris Blauet seconded. Motion carried.

ARCHIVIST'S REPORT:

No report.

AD-HOC COMMITTEE ON AUTOMATION GRANTS REPORT:

No report. Ria reported Stephanie is holding off until MSU community librarians have completed their task.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT REPORT:

Leslie Behm stated that the committee had not met, but that they were working on a manual. There was a discussion about making this a standing committee.

AD-HOC COMMITTEE ON ETHICS REPORT:

Nancy Winslow reported that Betty Marshall has replaced Sandra Martin on the committee and that they are looking at the MLA code of ethics draft.

AD-HOC COMMITTEE ON MEMBERSHIP REPORT:

Marge Kars has sent out the first membership renewal notice and plans on surveying members and non-members in January to determine needs. A membership brochure is being looked into.

AD-HOC COMMITTEE ON MSU COMMUNITY LIBRARIES REPORT:

On 11/20/91, Ria Lukes, Stephanie John, Leslie Behm and two osteopathic hospital librarians will meet with Carole Armstrong, Judy Coppola and Hiram Davis regarding the relationship between MSU and the approximately 32 affiliated hospital libraries.

AUDIT COMMITTEE REPORT:

No report. The audit will be done in January.

BYLAWS COMMITTEE REPORT:

The committee has not met.

EDUCATION COMMITTEE;

Leslie Behm discussed the reimbursement policy and asked for clarification on panel members. The group came to the consensus that the word "panelist" would be deleted from the policy statement.

Further discussion was carried on about the placement of the NLM update and board meeting for next year's conference schedule. By January, Leslie will prepare a calendar of CE's for 1992.

DOCUMENT DELIVERY COMMITTEE REPORT:

Norma Powers had to resign as chair of this committee and Lea Ann McGaugh was named to replace her. The committee has not met. Doris Blauet reported that 37 copies of MISHULS has been sold. The board decided that only one tape would be pulled (in August). Net lenders will be looked at again and Lea Ann McGaugh will submit an article to the newsletter about how and when to update cells and holdings.

NOMINATING COMMITTEE REPORT:

Sandra Swanson had nothing to report. There was a discussion about the problem of finding people willing to run for office. More than one name per position would be a goal to aim for. Sandra will also make sure that each ballot has an official stamp.

PUBLICATIONS COMMITTEE REPORT:

Sandra Swanson had no report. Judy Barnes, outgoing chair, reported that the next newsletter will be going out next week. She suggested that items for publication be submitted in ASCII format on diskettes. She will purchase mailing labels and submit the bill to the treasurer.

The publication guidelines will be printed in one of the next newsletters. Sandra Swanson will check with Bill Nelson to see if there is a policy on providing mailing labels to other organizations or individuals.

RESEARCH COMMITTEE REPORT:

Yvonne Mathis reported that the committee has sent out a mailing requesting MHSLA members support for the research project they will be conducting next January. She also presented an update of the survey tool which will be used. Maureen Watson, the optometry reading room librarian at Ferris State University has enlisted help from a colleague who will do the statistical analysis at no charge. A final report should be ready at next fall's conference.

TECHNOLOGY COMMITTEE REPORT:

Judy Barnes, past chair, reported that the Technology Directory is at the printer and should be mailed out within a week or so. Doris Blauet had nothing to report.

PROFESSIONAL SUPPORT TASK FORCE:

The task force will meet in January.

COMMITTEE REMINDER FROM PRESIDENT:

Timetables and objectives of each committee which were due today were issued an extension of December 15th.

LOCAL AREA REPORTS:

FAHSLN: Met last week and discussed the education meeting and MSU.
MDMLG: They are having a dinner meeting next week.
MMHSL: They will be meeting soon.
NMHSLG: No report.
TAMIC: No report.
UPHSLC: No report; may merge with NMHSLG.
VRHSL: No report.
WMHSLA: They will be offering a Gov Doc CE in April. Next meeting in Feb.

STATE COUNCIL REPRESENTATIVE, Lynn Sorensen Sutton was appointed for the period of Oct 91-Oct 93. The State Council has not met since Lynn was appointed.

GMR REPRESENTATIVE, David Kedde will be attending the 12/6/91 Chicago meeting.

NEW BUSINESS

Judy Barnes made the following motion:

All officers and committee members shall be recognized for their contributions at the annual educational conference. Such recognition could include a certificate handed to officers and chairs at the meeting and mailed to the committee members following the meeting. The outgoing president will write a letter of acknowledgement and thanks to the chairs and officers following the meeting.

Marge Kars seconded and the motion carried.

Jane Claytor suggested updating a list of board members' home phone numbers for use in the case of bad weather on a board meeting day.

Ria Lukes recommended that we look at the committees and their structures and look for support of the committees at local levels.

The next meeting will be held at Hurley Medical Center in Flint on January 21, 1992.

REVIEW OF ACTION STATEMENTS

Mary Griswold - list of names and home phone numbers.
Committee Chairs - goals and objectives for committees due 12/15/91.
Lea Ann McGaugh - newsletter article on updating holdings / cells (Jan 92).
Local Groups - review committee activity by members.
Sandra Swanson - check with Bill Nelton regarding mailing label policy.

Marge Kars moved that the meeting be adjourned. Diane O'Keefe seconded and the motion carried.

The meeting was adjourned at 2:30 pm.

Respectfully submitted,

Mary I. Griswold, Secretary