



MHSLSA EXECUTIVE BOARD MEETING
JANUARY 21, 1992
HURLEY MEDICAL CENTER
FLINT MI

- 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
Ria Lukes, President
Marge Kars, Immediate Past President
Carole Gilbert, President Elect
Conference Planning Committee
Mary Griswold, Secretary
Yvonne Mathis, Treasurer
Research Committee
Bill Nelson, Archivist
Diane O'Keefe, Local Arrangements Committee
Nancy Winslow, FAHSLN
Ethics Committee
Jane Claytor, MMHSL
Norma Powers, NMHSLG
Bonnie Swegles, TAMIC
Stephanie John, VRHSL
Ad-Hoc Committee on Automation Grants
Ad-Hoc Committee on MSU Community Libraries
Mary Jo Wyels, WMHSLA
Doris Blauet, MDMLG
Technology Committee
Lea Ann McGaugh, Document Delivery Committee
Brian Simmons, Audit Committee
Sandra Swanson, Publications Committee
Nominating Committee
Leslie Behm, Ad-Hoc Collection Development Education Committee Co-chair
Mary Hanson, Bylaws Committee
Professional Development Task Force
Dave Keddle, GMR Representative
Lynn Sorensen Sutton, State Council Representative
Judy Coppola, Education Committee Co-chair

The meeting was called to order by Ria Lukes at 10:37 am.

PRESIDENT'S REMARKS:

Ria Lukes deferred her remarks to a later time in the meeting.

Microlinx, Datatrek, SerialQuest AND CD-PLUS were to be demonstrated in the Library following the meeting.

SECRETARY'S REPORT:

Corrections were made to the minutes of 11/12/91 as follows:

- p.1 David Keddle, "GRM" Representative was changed to "GMR"
p.2 EDUC COMM: Eugenia Pyme was corrected to Eugenie Prime
TREAS REP: "balance is \$37,186.89" changed to "balance is \$32,443.90"
MSU COMM LIB REP: Carol changed to Carole Armstrong
p.4 WMHSLA REP: CD changed to CE

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

TREASURER'S REPORT:

Yvonne Mathis provided a printed report of the expenses and revenue for the Library Technician Workshop which showed a profit of \$103.19. The current balance for the organization is \$37,604.64.

Marge Kars moved to accept the report and Doris Blauet seconded. Motion carried.

ARCHIVIST'S REPORT:

No report.

CONFERENCE PLANNING COMMITTEE:

EDUCATION COMMITTEE:

Carole Gilbert and Leslie Behm presented a tentative schedule of events, which includes Jana Bradley as the keynote speaker and CE instructor. A finalized version will be in place by the April meeting. The theme "Looking to the Future, Keeping the Best from the Past" will be used.

LOCAL ARRANGEMENTS COMMITTEE:

Diane O'Keefe had sent the first letters to vendors. The Mystery Dinner has been scheduled for Wednesday evening in Northville which will include a 7-course Italian meal and a murder mystery. Bus transportation is being looked into. A Logo for the conference is being planned with Columbus as a theme. Room rates will be \$85.00 for a single and \$95.00 for a double.

AD-HOC COMMITTEE ON AUTOMATION GRANTS REPORT:

Committee members met with Hiram Davis of MSU. Judy Coppola is working with him on a Kellogg Grant.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT REPORT:

No report.

AD-HOC COMMITTEE ON ETHICS REPORT:

Nancy Winslow plans on putting the proposed Ethics Statement in the newsletter and asking members for comments. They will present their completed statement to the membership in October and the committee will disband.

AD-HOC COMMITTEE ON MEMBERSHIP REPORT:

Marge Kars reported that the committee is looking at printing a brochure for the association which can be used for recruiting new members and educating potential speakers. The brochure will cost under \$1000 to reproduce the original artwork and print 2500 copies. Membership has been paid for by 59 individuals, 54 institutions and 13 combined personal/institutional members. Second notices will go out in February and non-responders will be considered delinquent in March. The committee is also creating a survey which will go to members and non-members in Michigan, Ohio and Canada. A final draft will be ready at the April meeting.

AD-HOC COMMITTEE ON MSU COMMUNITY LIBRARIES REPORT:

Stephanie John reported that a group of librarians representing libraries that serve MSU residents and medical students has met with Hiram Davis. A discussion of the needs of the libraries, including faster document delivery, was had. A representative from each MHS LA region may form a committee to serve as a liaison to MSU and work on these concerns.

AUDIT COMMITTEE REPORT:

No report.

BYLAWS COMMITTEE REPORT:

No report.

EDUCATION COMMITTEE;

Leslie Behm will be working on an education calendar in February. Proposed offering grants for students or other members to cover conference fees. This will be discussed at the April meeting.

DOCUMENT DELIVERY COMMITTEE REPORT:

Lea Ann McGaugh was not present. A timetable for MISHULS publication was discussed. The current edition has sold nearly 50 paper copies and 19 fiche copies. There has been a profit of \$1,012.00 and a few copies are still available.

NOMINATING COMMITTEE REPORT:

Sandra Swanson reported that the committee needs to outline their goals, establish deadlines, develop a pool of possible candidates and recycle previous board members. The membership committee will provide input. Job descriptions for each board member should be sent to Sandy.

PUBLICATIONS COMMITTEE REPORT:

Sandra Swanson discussed the schedule for printing and mailing newsletters. She noted that items sent on disk can be received up to 5 days after the deadline for paper copy which must be retyped. Bylaws will be printed in an upcoming issue, as well as the ethics statement. A loose leaf binder for the membership directory was discussed. This binder could include the bylaws, constitution and a board member roster. There was found to be no policy on the use of membership mailing labels. Stephanie John made the following motion:

Mailing labels will be provided to recognized groups for educational purposes only upon approval of the president or the chair of the Publications Committee.

Marge Kars seconded. The motion carried.

RESEARCH COMMITTEE REPORT:

Yvonne Mathis reported that the research project was in process. A preliminary report should be ready by the summer meeting and a final report at the October conference.

TECHNOLOGY COMMITTEE REPORT:

No report. Committee will be meeting today.

PROFESSIONAL SUPPORT TASK FORCE:

The task force will meet on January 30th.

LOCAL AREA REPORTS:

FAHSLN: The group has not met; M. Schleg retires 2/17/92.

MDMLG: Doris Blauet reported that the group has been involved in the conference planning. They are conducting a salary survey. They will be offering a CE on 3/13 with Holly Shipp Buchanan.

MMHSL: They met in November. They discussed the direction of their group and the value of maintaining their small group. The consensus was that there was a purpose in continuing as a local area group. Their new officers will be selected next week.

MNHSLGG: No report.

TAMIC: Have not met in a long time; correspond by telephone.

UPHSLC: No report.

VRHSL: Stephanie John reported that NLM offered to extend her grant 1-3 months. Their group may meet with FAHSLN.

WMHSLA: On 2/11, Marge Kars will make a presentation on Crosby's Quality College. The group will be sponsoring a Government Documents CE on 4/17/92.

STATE COUNCIL REPRESENTATIVE, Lynn Sorensen Sutton was not present. The council has not met.

GMR REPRESENTATIVE, David Keddle reported staff changes at GMR. Ann Weller is the acting director since the resignation of Ruby Mae. They are updating their registry. Outreach, service to the underserved, along with Loansome Doc utilization will be a priority.

PRESIDENT'S REMARKS / DISCUSSION

Ria Lukes asked the board to consider the structure and goals of committees. She suggested we look at the goals and rewrite them as permanent goals and set up timetables to accomplish them. The number of people needed on committees and the possibility of combining committees needs to be looked at. It was suggested that the committee chairs should meet prior to the board meeting at the conference. A co-chair who moves up to chair the following term was suggested. The final decision was that committees would not be combined -- this would result in too much work, and would discourage people from chairing committees. A timetable will be distributed before the April meeting.

OLD BUSINESS

NONE

NEW BUSINESS

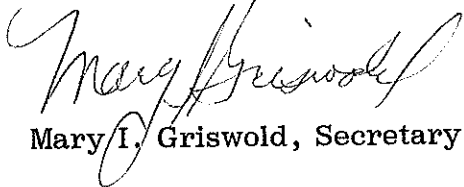
Stephanie John brought up MISHNET, which is part of INTERNET. She will prepare an item for the next newsletter.

MC/MLA is calling for nominations for recognition awards. Members are encouraged to nominate MHSLA members who belong to MC/MLA. Ria has the address.

The next meeting will be held at Ingham Medical Center in Lansing on April 7, 1992 at 10:30am. Lunch will be provided at no charge.

The meeting was adjourned at 1:55pm.

Respectfully submitted,



Mary I. Griswold, Secretary



MHSLA EXECUTIVE BOARD MEETING
APRIL 7, 1992
INGHAM MEDICAL CENTER
LANSING MI

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 Ria Lukes, President
X Marge Kars, Immediate Past President
X Carole Gilbert, President Elect
Conference Planning Committee
X Mary Griswold, Secretary
X Yvonne Mathis, Treasurer
Research Committee
X Bill Nelton, Archivist
X Diane O'Keefe, Local Arrangements Committee
X Nancy Winslow, FAHSLN
Ethics Committee
X Jane Claytor, MMHSL
X Norma Powers, NMHSLG
X Bonnie Swegles, TAMIC
X Stephanie John, VRHSL
Ad-Hoc Committee on Automation Grants
Ad-Hoc Committee on MSU Community Libraries
X Mary Jo Wyels, WMHSLA
X Doris Blauet, MDMLG
Technology Committee
X Lea Ann McGaugh, Document Delivery Committee
X Brian Simmons, Audit Committee
X Sandra Swanson, Publications Committee
Nominating Committee
X Leslie Behm, Ad-Hoc Collection Development
Education Committee Co-chair
X Mary Hanson, Bylaws Committee
Professional Development Task Force
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 10:47 am.

PRESIDENT'S REMARKS:

Ria Lukes stated that there would be no changes made in the committee structure. The membership surveys will be used to gauge any future changes. She asked that the feelings of the members concerning LOANSOME DOC be reported back to her.

SECRETARY'S REPORT:

No corrections, except that Mary Jo Wyels, whose attendance at the 1/21/92 meeting was unmarked, was changed to present.

TREASURER'S REPORT:

Yvonne Mathis reported a balance of \$40,519.60. She checked with the IRS concerning filing tax returns, but found it was not necessary. We need to get closer to breaking even on annual educational conferences.

ARCHIVIST'S REPORT:

No report.

AD-HOC COMMITTEE ON AUTOMATION GRANTS REPORT:

No report.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT REPORT:

No report.

AD-HOC COMMITTEE ON ETHICS REPORT:

No report. Discussion of code of ethics will be held near the end of this meeting.

AD-HOC COMMITTEE ON MEMBERSHIP REPORT:

Marge Kars distributed a draft of the survey which was to be sent out in May after the committee meets at the end of April. Some changes were suggested and Marge moved that the board approve the MHSLA Educational Survey with recommended changes. The motion was seconded and passed. The survey will be distributed to all past and present MHSLA members and Toledo and selected Canadian health sciences librarians.

Samples of MHSLA brochure mock-ups were passed around and the decision of the cover was placed back on the committee, which will make the final decision and order 1000 brochures at the price of \$450.00.

There are 85 personal and 74 institutional memberships paid for 1992.

AD-HOC COMMITTEE ON MSU COMMUNITY LIBRARIES REPORT:

The committee was supposed to meet in January, but did not. Carole Armstrong and community librarians are to meet at FOH in the next two months. Hiram Davis had written a white paper on MSU medical programs and library services.

AUDIT COMMITTEE REPORT:

Yvonne Mathis was audited on 2/6/92 at St. Mary's and the books were in order.

BYLAWS COMMITTEE REPORT:

No report.

CONFERENCE PLANNING COMMITTEE:

LOCAL ARRANGEMENTS COMMITTEE:

There has been a price reduction for rooms at the Mayflower Hotel. Rooms are \$60.00 for a single and \$65.00 for a double and breakfast is included. The first mailing, an oversized postcard, will be sent out by the end of April.

After much discussion, a reduced fee schedule was decided upon. Carole Gilbert made a motion that "we initiate an all-inclusive fee of \$150.00 to include the CE, 2-day program and the mystery dinner at Giannetti's. This fee is available to members only." The motion was seconded and passed.

EDUCATION COMMITTEE:

The keynote speaker will be Robert G. Cheshier of the Cleveland Health Sciences Library. Four contributed papers have been submitted.

A proposal was made that there be funding provided for current library science students at U of M and Wayne State to attend the conference. The proposal was

moved upon, seconded and passed. The Committee will come up with guidelines and procedures for funding the students.

DOCUMENT DELIVERY COMMITTEE REPORT:

A statistical survey was sent out in early March and 56 out of 110 were returned. Lynn Sorenson Sutton will be on this committee.

NOMINATING COMMITTEE REPORT:

The committee has met by phone and has received job descriptions from the president and treasurer.

PUBLICATIONS COMMITTEE REPORT:

Sandy Swanson reported that binders have been ordered and a sample was shown. They will be dark brown with beige printing. The cost will be \$1000 for 300 covers and 200 centers. Bylaws will be included in the notebook. They should be ready in mid-late May. The newsletter will be out this month.

Ria asked to have certificates of appreciation printed to be given to committee members.

RESEARCH COMMITTEE REPORT:

Responses to the research project have been received from 28 hospitals. Approximately 225 surveys have been returned. The data will be analyzed and a preliminary report should be ready in July.

TECHNOLOGY COMMITTEE REPORT:

The committee met and felt that there might be wisdom in combining this committee with the Publication Committee.

PROFESSIONAL SUPPORT TASK FORCE:

Mary Hanson's final report was distributed and accepted. The committee has been dissolved.

LOCAL AREA REPORTS:

FAHSLN: The group has not met.

MDMLG: Doris Blauet reported that the group had met the previous week, but she had not been able to attend. No report.

MMHSL: The group has been evaluating where they have been and where they are going. The support staffs want to meet together and did so in March. They have subscribed to Library Mosaics and route copies through the group. The groups may form an MLA journal club.

MNHSLGG: No report.

TAMIC: No report.

UPHSLC: No report.

VRHSL: No report.

WMHSLA: On 2/11 Marge Kars spoke on Crosby's Quality College. The group will be sponsoring a Government Documents CE on 4/30/92 in Grand Rapids.

STATE COUNCIL REPRESENTATIVE, Lynn Sorensen Sutton reported that Barb Kormelink, president, has written a history of the State Council.

GMR REPRESENTATIVE, David Keddle reported that he will be attending a 2-day meeting July 16-17.

DISCUSSION TOPIC - ETHICS CODE

The board discussed the need to have our own code of ethics. It was decided that we will see what happens at MLA when the draft code will be voted on. Once we see the final version, we can have a statement in the bylaws which says that we subscribe to the MLA Code of Ethics.

OLD BUSINESS

NONE

NEW BUSINESS

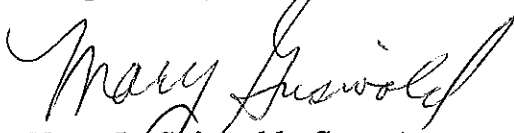
Some discussion was had concerning the board meeting dinner which will be held at the time of the MHSLA conference. Marge Kars moved that the association pay for the dinner at the annual meeting. The motion was carried.

There was discussion regarding holding a joint conference with MC/MLA. The risk and profit would be split evenly. This will be discussed at the October meeting. The question will also be added to the membership survey.

The next meeting board will be on June 1st instead of June 8th as originally scheduled.

The meeting was adjourned at 1:30pm.

Respectfully submitted,



Mary I. Griswold, Secretary



MHSLA EXECUTIVE BOARD MEETING
JUNE 1, 1992
CAROLE GILBERT'S HOME
ROYAL OAK MI

Affiliated Groups

- List of attendees and committees including Ria Lukes (President), Marge Kars (Immediate Past President), Carole Gilbert (President Elect), Mary Griswold (Secretary), Yvonne Mathis (Treasurer), and various committees like Ad-Hoc Committee on Automation Grants and Ad-Hoc Committee on MSU Community Libraries.

The meeting was called to order by Ria Lukes at 10:50 am.

PRESIDENT'S REMARKS:

Ria's column on Loansome Doc drew a number of responses, including one from NLM. A tape may come out on Loansome Doc and hospital librarians (MLA & NLM - see NEJM 21 May 92 article by Editor). Ria is going to call and invite Lois Colianni to the MHSLA meeting for a roundtable discussion on NLM and hospital librarians.

SECRETARY'S REPORT:

p.3: Clarify Document Delivery statistical survey.
State Council: "reported that B. Kormelink, president, has written . . .
Approved as amended.

TREASURER'S REPORT:

Approved.

ARCHIVIST'S REPORT:

No report.

AD-HOC COMMITTEE ON AUTOMATION GRANTS REPORT:

No report.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT REPORT:

Leslie Behm is waiting for the bylaws change.

AD-HOC COMMITTEE ON ETHICS REPORT:

Nancy Winslow recommended that the committee be dissolved until MLA finalizes their ethics statement. Doris Blauet supported this suggestion. A motion was made and carried to abolish this committee.

AD-HOC COMMITTEE ON MEMBERSHIP REPORT:

Mary Griswold reported for Marge Kars that 216 surveys went out to 140 current members, 15 Ohio librarians, 20 Canadian librarians and 41 Michigan past- or non-members. She has received 117 surveys back (54%).

AD-HOC COMMITTEE ON MSU COMMUNITY LIBRARIES REPORT:

No report; Carole Armstrong does not return calls from Ria.

AUDIT COMMITTEE REPORT:

No report.

BYLAWS COMMITTEE REPORT:

The committee is working on changes.

CONFERENCE PLANNING COMMITTEE:

LOCAL ARRANGEMENTS COMMITTEE:

Checks from vendors are coming in. The first mailing (oversized postcard) has gone out to members. The committee will meet this week to design a registration form. There will be no additional charge for phone lines. The box lunch will be \$5-6. A back-up room is available in case it rains on the day of the lunch in the park. Tickets for commuter breakfasts with a dollar amount will be provided.

EDUCATION COMMITTEE:

Possible moderators for the roundtables have been selected.

EDUCATION COMMITTEE (NONCONFERENCE):

It was recommended that a signature of a dean or faculty member be required for the library school students applying for the conference scholarship drawings.

MEDLINE updates will be conducted by local groups.

The committee will not meet until after the conference.

DOCUMENT DELIVERY COMMITTEE REPORT:

The order for MISHULS went in 5/21/92. Holdings for institutional members were added.

The statistical survey which went out in the spring had 84 returns, 80 of which were able to be used. Lea Ann McGaugh had a special thanks to Norma Powers for her part in the survey. Also a thank you to Barb Kormelink and Bonnie Swegles, members of the committee.

Catherine McCauley was not in the upload or in MISHULS. We are also losing Ypsilanti's holdings. Libraries with 4-letter codes must be converted to 3-letter codes by 8/1/92.

NOMINATING COMMITTEE REPORT:

The slate of officers was approved. The procedure for reporting results of the voting was reviewed and it was noted that ballots are to be destroyed after 30 days.

PUBLICATIONS COMMITTEE REPORT:

Two corrections to the directory were noted: Munson's exchange is 935, not 922. St. Mary's fax # is 774-6419.

There was a discussion about the membership form. Do institutional members need to be on Docline or in MISHULS? The Document Delivery committee will figure out how it is or should be and will submit recommendations to the board.

The newsletter will have statistics in the spring issue. July 1 is the deadline for the next newsletter.

RESEARCH COMMITTEE REPORT:

Sandy Swanson is inputting the results of the committee's survey. 346 surveys were distributed, 285 were returned and 240-50 were useable. Ferris State University will run the statistics.

TECHNOLOGY COMMITTEE REPORT:

Doris Blauet recommended that the committee be dissolved. The Publication Committee would take over the part of this committees charge which had to do with MISHULS. There is no technology directory.

Doris moved that the Technology Committee be dissolved and that the Bylaws Committee make the necessary changes. Motion carried.

LOCAL AREA REPORTS:

FAHSLN: The group met and invited a member of the Mideast Michigan Library Coop to attend. Valuable information was exchanged. Marilyn Schleg retires on 6/18. Ria will send a letter of appreciation to her.

MDMLG: Doris Blauet reported that the group is busy working on the conference. Faith Van Toll, president-elect, is leaving the area. Members will meet on Friday and vote on a replacement.

MMHSL: There was a meeting last week and the structure of the quarterly meetings was discussed. Guest speakers will no longer be used, but a selected library topic will be discussed.

MNHSLGG: No report.

TAMIC: Bonnie Swegles gave a half-day seminar to local ROC. TAMIC includes 6 hospitals and 1 community college. They will probably never hold formal meetings.

UPHSLC: No report.

VRHSL: No report.

WMHSLA: 17 people attended the Government Documents CE on 4/30. The next meeting will be on 6/23 and surveys will be discussed.

STATE COUNCIL REPRESENTATIVE: No report.

GMR REPRESENTATIVE: No report.

OLD BUSINESS

The Illinois state group has agreed to do a MC/MLA conference in 1994.
MHSLA will be held in Western Michigan in 1993.

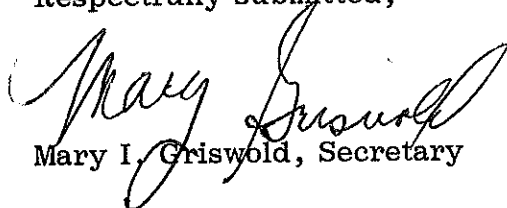
NEW BUSINESS

Mary Hanson moved that there be a standard gift for the outgoing president which will be a placque engraved with the president's name and term of office. It will be purchased by the president-elect and the cost will not exceed \$80.00. Motion carried.

The next meeting board will be on August 18th in Flint at Ria Luke's home.

The meeting was adjourned at 2:20pm.

Respectfully submitted,



Mary I. Griswold, Secretary



MHSLA EXECUTIVE BOARD MEETING
AUGUST 11, 1992
NANCY WINSLOW'S HOME
FLUSHING MI

Affiliated Groups

- List of affiliated groups and board members with checkboxes for presence (P) and absence (A). Includes names like Ria Lukes, Marge Kars, and various committees.

The meeting was called to order by Ria Lukes at 10:45 am.

PRESIDENT'S REMARKS:

Ria encouraged all board members to take a good look at their notebooks soon. Weed out unnecessary items and pass things on which belong in other notebooks. The October board meeting, held in Plymouth at conference time, will have both old and new committee chairs in attendance. This should help in the transition and will allow the transfer of notebooks. Annual reports are due by September 15th and should be sent to Diane O'Keefe. She will have them reproduced on association stationery. Election ballots will be mailed out by Aug 28th. Ria has talked to the Indiana health sciences librarians group's president. They do not hold CE's. Their group is having trouble getting member participation. The IU medical school is very territorial. She was interested in exchanging mailing lists and the possibility of their people attending CE's in Michigan.

SECRETARY'S REPORT:

p.2: Ad-Hoc Comm on Ethics Report: added "A motion to abolish this committee was passed."

"Carole Watson does not return calls to her" changed to "Carole Armstrong does not return calls from Ria."

p.3: Publ Comm Report: St. Mary's fax # 744-6419 changed to 774-7419. Doris Blauet moved to accept the report as corrected, and Mary Hanson seconded. Motion carried.

TREASURER'S REPORT:

Approved.

ARCHIVIST'S REPORT:

No report. There will be a display at the conference.

AD-HOC COMMITTEE ON AUTOMATION GRANTS REPORT:

No report.

AD-HOC COMMITTEE ON COLLECTION DEVELOPMENT REPORT:

No Report.

AD-HOC COMMITTEE ON MEMBERSHIP REPORT:

The MHSLA brochure is being printed. It will be done in time for the conference. Brochures will be sent to vendors and speakers. Diane O'Keefe will provide a list of vendors and Leslie Behm will provide a list of speakers to Marge Kars. The survey will be discussed at the end of this meeting as new business.

AD-HOC COMMITTEE ON MSU COMMUNITY LIBRARIES REPORT:

Hiram Davis has distributed a white paper on East Campus facilities. They should be back in gear in September.

AUDIT COMMITTEE REPORT:

No report.

BYLAWS COMMITTEE REPORT:

The new bylaws will be sent out by the middle of September. Technology Committee will be taken out and Collection Development Committee put in.

CONFERENCE PLANNING COMMITTEE:

LOCAL ARRANGEMENTS COMMITTEE: Applications will be in the mail this week. Diane has a list of vendors who have responded and made contributions. Two entre choices were decided upon for the board meeting dinner. This dinner will be paid for by the association and new committee chairs will be invited.

EDUCATION COMMITTEE: Lois Ann Colaianni will not be able to attend the conference. Logan Ludwig, the local arrangements chair of MC\MLA, was contacted about extending an invitation to Lois Ann for MC\MLA. Logan declined.

EDUCATION COMMITTEE (NONCONFERENCE):

A support staff workshop will be held in September and will cover basic reference and the "superwoman syndrome." There was a question about what mailing list was used. Stephanie John will check with Judy Barnes.

DOCUMENT DELIVERY COMMITTEE REPORT:

Lea Ann McGaugh talked to Aaron Smith who indicated that the OCLC tape would be billed to MLC who will in turn bill MHSLSA. The tapes were printed this month. The problem concerning linking Ypsilanti and Northville has been resolved. They are linked at the Serhold level.

NOMINATING COMMITTEE REPORT:

Sandra Swanson sent copies of the ballot along with the background materials on candidates. She has purchased a stamp for ballots and the ballots will be mailed out by 8/28/92.

PUBLICATIONS COMMITTEE REPORT:

Sandra Swanson sent a report of the expenses and activities of the committee. She urges everyone to get the news to her in a timely manner. The question arose about getting the strategic plan, and a tabbed divider for it, in the membership binder. Sandy will be contacted about this.

RESEARCH COMMITTEE REPORT:

A final report of the committee's research project will be out at the October meeting. Yvonne Mathis reports that the committee is considering presenting their results at MLA either through the poster session or as a contributed paper. The board approved this action.

LOCAL AREA REPORTS:

FAHSLN: No report. Marilyn Schleg has retired.

MDMLG: Cheryl Stevens was elected president-elect to replace Faith Van Toll. Carol Ann Attar of Cottage Hospital will be the new board representative.

MMHSL: The group held a MEDLINE update recently. Jane Claytor's mother passed away in West Virginia.

MNHSLGG: No report.

TAMIC: No Report.

UPHSLC: No report.

VRHSL: No report.

WMHSLA: WMHLSA will host the annual meeting in 1993. Sandy Swanson is chairing a committee which is looking at possible sites. In April 1993, the group will host a CE in Kalamazoo called "Panning for Gold."

STATE COUNCIL REPRESENTATIVE: No report.

GMR REPRESENTATIVE: David Keddle reported that he is the chair of the RAC (Regional Advisory Council) through July 1993. Lea Ann McGaugh is on the GMR Document Delivery Committee. Jan Ahrensfield is the new associate director. Region Three's Serhold holdings on are microfiche and will be on sale soon. Beginning July 1993, an academic librarian must be on the RAC. David will be past RAC chair from July 1993 through July 1994.

OLD BUSINESS

None

NEW BUSINESS

Marge Kars presented the results of the membership survey and distributed a detailed report. The committee's recommendations were:

1. That dues structures and fees not be changed.
2. That MHSLA continue to offer an annual educational conference that is 1 or 2 days in length and includes courses providing CEU's. MHLSA should also explore a joint educational conference with MC\MLA.
3. That the Education Committee use the information collected on classes and alternative educational opportunities to develop future programs.


A motion was made to accept the report as policy of the board. Motion carried.

Stephanie John will do a survey on grants. Doris Blauet will write up an item for the newsletter concerning developing a technology network.

The next board meeting will be on October 13th in Plymouth at the Mayflower Inn. Invitations will be sent to the new committee chairs to attend this meeting.

The meeting was adjourned at 1:35 pm.

Respectfully submitted,



Mary I. Griswold, 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

**MHSLSA EXECUTIVE BOARD MEETING
 OCTOBER 13, 1992
 MAYFLOWER INN
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| <u>P</u> | <u>A</u> | |
| <u>X</u> | | Ria Lukes, President |
| <u>X</u> | | Marge Kars, Immediate Past President |
| <u>X</u> | | Carole Gilbert, President Elect |
| | | Conference Planning Committee |
| <u>X</u> | | Judy Barnes, Incoming President Elect |
| <u>X</u> | | Mary Griswold, Secretary |
| <u>X</u> | | Yvonne Mathis, Treasurer |
| | | Research Committee |
| <u>X</u> | | Peggy Zorn, Incoming Treasurer |
| <u>X</u> | | Bill Nelson, Archivist |
| <u>X</u> | | Diane O'Keefe, Local Arrangements Committee |
| <u>X</u> | | Nancy Winslow, FAHSLN |
| <u>X</u> | | Jane Claytor, MMHSL |
| <u>X</u> | | Norma Powers, NMHSLG |
| | <u>X</u> | Bonnie Swegles, TAMIC |
| <u>X</u> | | Stephanie John, VRHSL |
| | | Ad-Hoc Committee on Automation Grants |
| | | Ad-Hoc Committee on MSU Community Libraries |
| <u>X</u> | | Mary Jo Wyels, WMHSLA |
| <u>X</u> | | Ken Nelson, UPHSLC |
| <u>X</u> | | Doris Blauet, MDMLG |
| <u>X</u> | | Carol Ann Attar, Incoming MDMLG |
| <u>X</u> | | Lea Ann McGaugh, Document Delivery Committee |
| <u>X</u> | | Barbara Kormelink, Incoming Document Delivery Committee |
| <u>X</u> | | Brian Simmons, Audit Committee |
| <u>X</u> | | Sandra Swanson, Publications Committee |
| | | Nominating Committee |
| | <u>X</u> | Leslie Behm, Ad-Hoc Collection Development |
| | | Education Committee Co-chair |
| <u>X</u> | | Mary Hanson, Bylaws Committee |
| <u>X</u> | | Dave Keddle, GMR Representative |
| <u>X</u> | | Lynn Sorensen Sutton, State Council Representative |
| <u>X</u> | | Judy Coppola, Education Committee Co-chair |
| <u>X</u> | | Melba Moss, Incoming Education Committee |

The meeting was called to order by Ria Lukes at 7:35pm.

PRESIDENT'S REMARKS:

Ria Lukes asked that everyone introduce themselves, since there were several new board members present. She said that as the meeting went along she would make recommendations and reminders specific to each committee.

SECRETARY'S REPORT:

Minutes were accepted as written.

TREASURER'S REPORT:

The report was accepted as audited.

ARCHIVIST'S REPORT:

Bill asked that all board members review his check list and turn in materials on the list. They can be given to Barb Shipman or mailed to him. Archives are being used. There will be a display during the conference.

AD-HOC COMMITTEE ON AUTOMATION GRANTS REPORT:

Stephanie John reported the results of her survey. There were 39 respondents and the main interest was in CD-ROM products. Stephanie has found that there is no source for funding for CD-ROM because of NLM's push for Grateful Med. There was also a considerable need expressed for basic PC's and for Grateful Med. She will look into grants or group purchasing for these items. She recommends disbanding the committee after her report at the next board meeting.

AD-HOC COMMITTEE ON MEMBERSHIP REPORT:

The membership brochures are available at the registration desk.

AD-HOC COMMITTEE ON MSU COMMUNITY LIBRARIES REPORT:

Stephanie John reported an opening for a health sciences librarian at MSU. Part of her responsibilities would be to work with the community librarians. Outreach will be stressed. She recommended that this committee be dissolved since its charge had been accomplished. This motion passed.

AUDIT COMMITTEE REPORT:

Brian Simmons reported that the books were audited in September and were found to be in order.

BYLAWS COMMITTEE REPORT:

Members will vote on the bylaws changes tomorrow. Bylaws had been incorrectly numbered. This will be corrected.

CONFERENCE PLANNING COMMITTEE:

LOCAL ARRANGEMENTS COMMITTEE: The committee worked very hard and Diane O'Keefe thanked all who contributed.

EDUCATION COMMITTEE: One Wayne State University student responded to the offer for sponsorship. She chose to attend the CE. The question was raised whether we should limit the sponsorship to the conference or CE. The Education committee suggested that one member be assigned to each speaker. The registration form should include a place to designate attendance at the business meeting only.

EDUCATION COMMITTEE (NONCONFERENCE):

Let Melba Moss know about any CE's being offered throughout the year. These will be included on a calendar.

DOCUMENT DELIVERY COMMITTEE REPORT:

There are 10-12 paper copies of MISHULS left. \$2005 was received in sales and the adjusted expenses were \$2450. The object was to come near to breaking even, and this has been achieved. LeaAnn McGaugh thanked those on the committee and reported that Barbara Kormelink would be the new chair.

NOMINATING COMMITTEE REPORT:

Election results were announced. Judy Barnes is the new President Elect; Peggy Zorn is the new Treasurer; and Norma Powers, Chris Hunt, and Melba Moss are the Nominating Committee. Norma and Chris tied for most votes, so a paper ballot will be cast early in the business meeting to determine the chair.

PUBLICATIONS COMMITTEE REPORT:

Sandy Swanson needs news items by November 1st for the next newsletter. She needs the strategic plan and committee members so pages can be prepared for the binder. Sandy thanked the members who helped and especially Judy Barnes who produced the directory.

RESEARCH COMMITTEE REPORT:

Yvonne Mathis distributed the final report of the committee's research project. The committee has submitted an abstract for the MLA poster session and contributed papers. Each institution and each board member should receive a copy. Copies will be sent to MHA, the Library of Michigan, Archives, GMR, NLM, Hiram Davis, all the medical schools, and others. Bring suggestions for additional recipients to the November meeting. It was suggested that we advertise the report for sale for \$10.00 in the MLA newsletter. The committee wants ideas for the next research project.

LOCAL AREA REPORTS:

FAHSLN: No report.

MDMLG: Carol Attar reported that their group is trying to create a collection of practice parameters and would like to share information with the other groups. Customer satisfactions surveys, benchmarking and a speaker program list are among other ongoing projects.

MMHSL: Jane Claytor reported that Rich Wiggins of MSU demonstrated Internet at their last meeting, including a program called GOFER.

NMHSLG: Norma Powers announced that Kay Kelly would be the new representative. All of the local group members are attending the conference.

TAMIC: No Report. Bonnie Swegles will remain as representative.

UPHSLC: Ken Nelson attended as the new representative. He was also chosen as the recipient of a grant to attend the conference.

VRHSL: Stephanie John said that the group would like to meet with FAHSLN. She also reported on a Kellogg grant which will begin in January 1993.

WMHSLA: Mary Jo Wyels had Yvonne Mathis issue an invitation to the 1993 conference at the Muskegon Harbor Holiday Inn on October 12-14. Information packets were distributed. A CE will be hosted by the group in April called "Panning for Gold."

STATE COUNCIL REPRESENTATIVE: The council has not met this year. GMR needs an academic librarian on the board and Lynn Sorenson Sutton agreed to serve the 2-year term which runs from 7/93 through 6/95.

GMR REPRESENTATIVE: David Keddle reported Jan Ahrensfield has resigned her position and Ann Webber is the acting director of GMR.

OLD BUSINESS

Emeritus (retired) status was discussed. Should such members receive the newsletter indefinitely at no charge, attend conferences at reduced rates or only be charged for meals, be part of the mailing list? These questions were turned over to the Membership Committee to make guidelines.

The WMHSLA group was charged to include on next year's form a place to indicate attendance at the business meeting only; there will be no charge.

NEW BUSINESS

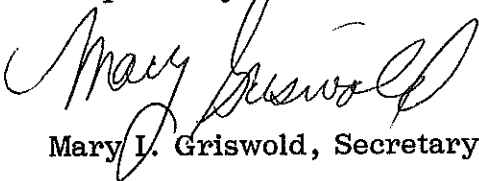
Committee chairs are to hand out certificates. Officers and chairs will receive certificates at the business meeting.

Committee reports at the business meeting are to be oral; they may be read or summarized.

New committee chairs were approved. A list of board meetings for the coming year was distributed. The November 17th meeting will be held at the Holiday Inn - Muskegon Harbor.

The meeting was adjourned at 9:08pm.

Respectfully submitted,



Mary I. Griswold, Secretary



EXECUTIVE BOARD DECISIONS
1991-1992

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

1. The Board clarified the speakers reimbursement policy pertaining to panelists. (11/12/91)
2. The Board directed the Nominating Committee to purchase and use an official ballot stamp. (11/12/91)
3. The Board approved a motion to recognize all officers and committee members for their contributions. The recognition is in the form of certificates and a letter of appreciation. (11/12/91)
4. The Board approved the President's appointment of an Ad-Hoc Committee on MSU Community Libraries. (11/12/91)
5. The Board approved the printing and distribution of a MHSLSA brochure. (1/21/92)
6. The Board approved the purchase of a membership directory binder. (1/21/92)
7. The Board approved a motion that allows MHSLSA to provide to recognized groups, for educational purposes only, a copy of our mailing list. Approval must be granted by either the President or the Chair of the Publications Committee. (1/21/92)
8. The Board approved a motion that recommended that new committee chairs should meet prior to the Board Meeting that occurs in conjunction with the Annual Educational Conference. (1/21/92)
9. The Board recommended that each committee give serious consideration to a co-chair who would then chair the committee the following year. (1/21/92)
10. The Board approved the distribution of the MHSLSA membership/educational survey by the Ad-Hoc Membership Committee. (4/7/92)



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11. The Board approved the audit which was completed on February 6, 1992. (4/7/92)
12. The Board approved the initiation of an "all inclusive" conference fee available to members only. (4/7/92)
13. The Board set the conference fees and the continuing education course fees. (4/7/92)
14. The Board approved an Education Committee proposal to fund one or two current library students to attend the Annual Educational Conference. The Education Committee was directed to develop guidelines and procedures for funding the students. (4/7/92)
15. The Board accepted the report from the Professional Support Task Force. The Task Force was dissolved. (4/7/92)
16. The Board approved a motion to pay for the cost of dinner at the Executive Board meeting held on October 13, 1992. (4/7/92)
17. The Board directed the Membership Committee to include in their survey a question pertaining to a member's interest in hosting a joint MHSLSA and MC/MLA conference. (4/7/92)
18. The Board dissolved the Ad-Hoc Ethics Committee until MLA has completed work on an ethics statment. (7/7/92)
19. The Board approved the slate of officers presented by the Nominating Committee. (6/1/92)
20. The Board dissovled the Technology Committee and recommended that an Ad-Hoc committee be formed as the need arises. (6/1/92)
21. The Board charged the Publications Committee to absorb the Technology Committee charge pertaining to MIHSULS. (6/1/92)



Michigan Health Sciences Libraries Association

**EXECUTIVE BOARD DECISIONS
1991-1992**

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

22. The Board approved a motion to standardize the gift given to the outgoing President. The gift shall be a plaque engraved with the President's name and term of office. The gift will be purchased by the President-Elect and will not exceed \$80.00 (4/7/92)
23. The Board directed Doris Blauet (as ending Chair of the Technology Committee) to write a newsletter article about the creation of a "technology network." (8/11/92)



MHSLSA EXECUTIVE BOARD MEETING
NOVEMBER 19, 1992
HOLIDAY INN - MUSKEGON HARBOR
MUSKEGON MI

Affiliated Groups

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

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- Carole Gilbert, President
Judy Barnes, President Elect
Conference Planning Committee
Ria Lukes, Immediate Past President
Mary Griswold, Secretary
Peggy Zorn, Treasurer
Bill Nelton, Archivist
Mary Hanson, Bylaws Committee
Barbara Kormelink, Document Delivery Committee
Melba Moss, Education Committee
Sheryl Stevens, Ad-Hoc Committee on Membership
Norma Powers, Nominating Committee
Ad-Hoc Position of MHSLSA in MLA
Sandra Swanson, Publications Committee
Yvonne Mathis, Research Committee
Nancy Winslow, FAHSLN
Collection Development Committee
Carol Ann Attar, MDMLG
Jane Claytor, MMHSL
Kay Kelly, NMHSLG
Bonnie Swegles, TAMIC
Ken Nelson, UPHSLC
Stephanie John, VRHSL
Ad-Hoc Committee on MSU Community Libraries
Mary Jo Wyels, WMHSLA
Local Arrangements Committee
Dave Keddle, GMR Representative
Lynn Sorensen Sutton, State Council Representative

The meeting was called to order by Carole Gilbert at 10:00am.

PRESIDENT'S REMARKS:

Carole apologized for changing the meeting date at the last minute.

SECRETARY'S REPORT:

Minutes were accepted as written.

TREASURER'S REPORT:

The report and conference reports were accepted as written. The conference showed a \$400 profit and the support staff workshop lost \$173.

ARCHIVIST'S REPORT:

No report. Board members were reminded to send pertinent papers and pictures to Bill Nelton.

AD-HOC COMMITTEE ON AUTOMATION GRANTS REPORT:

No report.

AD-HOC COMMITTEE ON MEMBERSHIP REPORT:

No report. There was discussion about our current practice of allowing conference registrants to join MHSLA in order to get the member rate for the conference. The next due date for their dues has always been a cause for confusion. It was determined that no dues will be accepted after March 1st and that there will not be an option to join on the conference registration. This will be in accordance with the current bylaws, so no action had to be taken. Judy Barnes will work on a new membership form and the database for membership will be kept up to date by Sandy Swanson of the publication committee.

AD-HOC COMMITTEE ON POSITION OF MHSLA IN MLA:

Norma Powers has talked to Pam Elwell at MC/MLA. Becoming an MLA chapter is a 2-3 year process. MC/MLA wants Michigan to remain a part of this 9-state chapter. Part of the process of dissociating from an existing chapter is submitting a petition and having at least 50% of the members be MLA members. The possibility of joining with another state to make a chapter was discussed. The committee will investigate the pros and cons of becoming a separate chapter of MLA and will present it to the board in the future.

AUDIT COMMITTEE REPORT:

No report.

BYLAWS COMMITTEE REPORT:

No report. There was discussion about a quorum for board meetings and about committee chairs having a vote. Since chairs are appointed, not elected, this could be a concern. Also discussed was a possible change from the secretary keeping the ballots for 30 days then destroying them to nominating chair keeping and destroying them 30 days after the election. No motions were made.

COLLECTION DEVELOPMENT:

No report.

CONFERENCE PLANNING COMMITTEE:

EDUCATION COMMITTEE: Melba Moss sent her committee report. The suggested logo is the lighthouse and the theme is "Empowerment Through Enlightenment." The CE's on power (Elizabeth Poage Baxter) and financial management (MLA speaker) have been proposed. Ms Baxter is from Ann Arbor and could be the keynote speaker as well. The CE would be the first day (Tuesday), with the board meeting that evening. Wednesday would be the keynote speaker, and the business meeting. In the afternoon would be the 4-hr workshop with four CD vendors presenting.

Thursday morning would have workshops with MLC computers and software demonstrations. Also offered would be general reference sources by Professor Slavens at U of M. Focus groups and contributed papers either with or immediately following lunch was suggested. The committee will provide a chart of the conference time slots at the next meeting.

Kay Kelly made a motion to accept the preliminary plans as presented and Yvonne Mathis seconded. The motion passed.

A discussion about the use of vendors at the conference followed. It seemed to be the consensus that we ask the vendors for support money, display any materials they send, but not have them attend next year. No motion was made. The student scholarship will not include the CE next year. The students will get a better exposure to our organization and the profession by attending other parts of the conference.

LOCAL ARRANGEMENTS COMMITTEE:

The group will have the option of touring the facilities after lunch.

EDUCATION COMMITTEE (NONCONFERENCE):

A price structure for the support staff class in January was brought up. Basics of Searching Medline will be held at MLC. \$40.00 was decided upon. Using E-mail or a bulletin board format for announcing educational opportunities was discussed. Judy Barnes also brought up using INTERNET for MHSLA. Mentor plans, including areas of expertise in the membership directory and having pictures in the directory were discussed. The evaluation of the conference will be reported on at the next meeting.

DOCUMENT DELIVERY COMMITTEE REPORT:

Orders for MISHULS have exceeded the supply. Barb Kormelink moved that the board approve ordering 10 additional copies printed at a cost of \$247.00. Carol Attar seconded. The motion passed.

NOMINATING COMMITTEE REPORT:

No report. Sandy will destroy the ballots after the required holding period.

PUBLICATIONS COMMITTEE REPORT:

Sandy Swanson sent out 180 newsletters on 11/11/92. Expenditures for 1991/92 was \$1759 by the board and \$262 in kind. A 1992/93 budget of \$2000 was approved. Norma Powers suggested that members' titles be included in the directory. The location of the membership database was discussed (Membership vs Publication Committee). The update of the board member / committee member lists is to be sent out with the February newsletter. Newsletter deadlines are 1/20, 4/7 and 7/7. Sandy noted that the masthead will be reversed from white on black to black on white with the next printing. Certificates of appreciation will be produced in August so that there will be less of a chance for them to be misplaced.

RESEARCH COMMITTEE REPORT:

Yvonne Mathis reported that the committee met on 11/12. Nearly all of the research reports have been sent out. Goals and objectives have been set for the next year. A contributed paper and a poster session at MLA have been approved. The abstract is due 12/15 and the finished paper in February. In early spring the committee will survey the membership regarding use of and reaction to the research report. Journals are being questioned about interest in publishing a synopsis of the research

project. By late summer future research topics and funding possibilities will be addressed.

LOCAL AREA REPORTS:

FAHSLN: No report. VRSHS and TAMIC may merge with FAHSLN. They will meet together in December.

MDMLG: Carol Attar had no report.

MMHSL: No report. Judy Barnes reported on the renovation of their library.

NMHSLG: No Report. Norma Powers is hiring a half-time librarian. She is getting an OCLC terminal through her ROC.

TAMIC: No Report.

UPHSLC: No report.

VRHSL: No report. This group is scheduled to host the 1994 educational conference.

WMHSLA: Mary Jo Wyels reported that this group is working mainly on the 1993 conference. The CE on Panning for Gold will be held 4/20/93.

STATE COUNCIL REPRESENTATIVE: No report.

GMR REPRESENTATIVE: No report.

OLD BUSINESS - none.

NEW BUSINESS

MACHUS membership is stuck at 40 and no one is willing to run for president. Judy Barnes suggested that the group become an academy, focus group or section of MHSLA. It was decided that instead of a ballot being sent out in the near future, that the MACHUS members be asked to indicate their willingness to associate with MHSLA as an "interest group." Their treasury (approx. \$600) would be turned over to the organization. While they currently try to meet four times a year, they would meet only at the conference and at one other time during the year. CE's or workshops on consumer health should be offered at the annual meetings. The interest group would have a representative to the board. The MACHUS executive committee will meet and make a proposal to the board. Bylaws change would be voted upon in October.

The Ad-Hoc Committee on Automation Grants has been disbanded. It will be reactivated if funding becomes available at GMR.

The meeting was adjourned at 12:40pm.

Respectfully submitted,


Mary I. Griswold, Secretary