

MHSLSA EXECUTIVE BOARD MEETING
JANUARY 19, 1993
PROVIDENCE HOSPITAL
SOUTHFIELD 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
Carol Ann Attar, MDMLG
Jane Claytor, MMHSL
Kay Kelly, NMHSLG
Ken Nelson, UPHSLC
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 9:40am.

PRESIDENT'S REMARKS:

Carole announced that Robin Terebelo will be replacing Nancy Winslow as the collection Development Committee chair. Nancy is getting married, retiring, and moving to Florida in February.

SECRETARY'S REPORT:

The header on the minutes was incorrect. Please replace the first page with the enclosed 11/19/92 corrected page. The minutes were accepted as corrected.

TREASURER'S REPORT:

The report was accepted as written.

ARCHIVIST'S REPORT:

No report.

AD-HOC COMMITTEE ON MEMBERSHIP REPORT:

There have been 49 personal memberships and 39 institutional memberships renewed. Second notices will go out next week. Sheryl Stevens is working with the Publications Committee to update membership records.

AD-HOC COMMITTEE ON POSITION OF MHSLA IN MLA:

No report.

AUDIT COMMITTEE REPORT:

No report.

BYLAWS COMMITTEE REPORT:

No report.

COLLECTION DEVELOPMENT:

No report.

CONFERENCE PLANNING COMMITTEE:

EDUCATION COMMITTEE: Melba Moss distributed a tentative schedule for the conference. They have dropped the software workshop. Compac Cambridge, Ebsco, and SilverPlatter have agreed to demonstrations and Melba is waiting to hear from CD Plus. The keynote speaker will be Elizabeth Poage Baxter. She has agreed to a fee of \$1300 plus mileage. Her CE will be "Power and Influence," and the keynote address will be about how successful people think.

The workshops on Wednesday will be medical terminology and Internet. Thursday's workshops will be reference resources, CD's, and laughter works. Focus groups will be held during and after lunch. In addition to the four listed on the chart, an addition one on how to talk to your administrator was added. Each focus group will have a moderator and a reporter. It was suggested that one or more articles related to the topic be given to participants in their registration packet to facilitate discussion. After the focus groups have met, each group's reporter will present the thoughts of the group. One additional focus group regarding the position of MHSLA in MLA may be formed depending on the status of the ad-hoc committee. The board approved the schedule for the conference.

LOCAL ARRANGEMENTS COMMITTEE:

The focus groups will be held in one room, with adequate spacing for easy discussion. Since this will be the 20th anniversary of MHSLA, Marge Kars and Bill Nelton have proposed a printed program with conference proceedings and other highlights of the organization. 20th anniversaries are denoted by china, so commemorative mugs are being looked into as dinner favors. Additional mugs will be sold.

The special event will be a cabaret put on by the Muskegon's Civic Theater. It will be brought to the hotel. A discussion of prices for the conference will be held at the next meeting.

EDUCATION COMMITTEE (NONCONFERENCE):

A staff support workshop is planned for Sept 17, 1993 at the Market Street Inn in Birch Run. No instructors have been recruited yet, but medical terminology and laughter works are the classes.

DOCUMENT DELIVERY COMMITTEE REPORT:

The total cost for MISHULS was \$3226.45 and the income was \$3180.00. The statistical survey will be sent out very soon, and Barbara Kormelink is looking for someone to work on the statistics. The third week of July is the OCLC's deadline for holding changes for the tape to be run in August. Check with your inputting agent for their deadline.

NOMINATING / ELECTIONS COMMITTEE REPORT:

Norma Powers sent her timetable for the committee.

PUBLICATIONS COMMITTEE REPORT:

The newsletter's deadline is tomorrow (1/20/93).

RESEARCH COMMITTEE REPORT:

The committee is working on getting the results of their research project published in various journals.

LOCAL AREA REPORTS:

FAHSLN: On 12/8/92 FAHSLN met in with TAMIC in Flint and agreed to merge to become ERHSLA. VRHSL joined them at lunch and discussed a three-way merger. It was agreed upon and Martha Studaker was elected president and Melba Moss will be the representative to the board. The group will meet three times a year. Valley Regional will still host the 94 meeting, as scheduled. ERHSLA member Ria Lukes recommended that Carole Gilbert send a letter to Nancy Winslow to thank her for her service and congratulate her on her upcoming marriage.

MDMLG: Carol Attar reported on a new board slate. On March 5th the group will have an Internet class. Robin Terebello will be the job referral coordinator. Michelle Klein's research project is finished and has been sent out for publication. MDMLG members were concerned about MHSLA becoming a chapter and wanted more information on the pros and cons. Carol was referred to Norma Powers. Carole Gilbert will ask Norma to write up an article for the newsletter on what she has found out about becoming a chapter.

NMHSL: The group will have an NLM update on 2/11 at St. Lawrence.

NMHSLG: No report.

WMHSLA: On 2/16, the group will have an NLM update along with their business meeting. The CE course, Panning for Gold, will be held 4/20.

STATE COUNCIL REPRESENTATIVE: No report.

GMR REPRESENTATIVE: No report.

OLD BUSINESS: none

NEW BUSINESS

Carole Gilbert taught a MEDLINE CE at MLC in January and had 11 people attend. Only one was a librarian; the rest were support staff. She brought up the topic of how we should interact with the uninitiated who have no idea of what their jobs could entail. Does helping them too much undermine the professionalism of the rest of us? Being supportive and helpful may encourage administrators to improve their staff and libraries. Carole will teach another MEDLINE class in the fall. A discussion of the quality of medical librarian education followed with the conclusion that copies of MLA's Platform for Change will be given to the heads of the two library schools.

REVIEW OF ACTION STATEMENTS

Lynn Sutton Sorenson will give the name of mug vendor to Mary Jo Wyels.

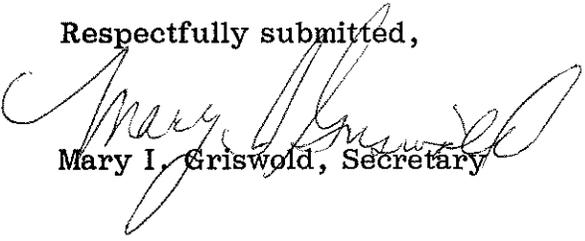
Melba Moss will confirm speakers, send an article to Sandy for the newsletter, send Joe Mika a platform for change, and prepare a conference price structure for the next meeting.

Carole Gilbert will write to Nancy Winslow.

The next meeting will be April 1st at 10:30am in Frankenmuth.

The meeting was adjourned at 11:50pm.

Respectfully submitted,


Mary I. Griswold, Secretary

**MHSLSA EXECUTIVE BOARD MEETING
 APRIL 1, 1993
 BAVARIAN INN LODGE
 FRANKENMUTH 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
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 Local Arrangements Committee
 Dave Keddle, GMR Representative
 Lynn Sorensen Sutton, State Council Representative

The meeting was called to order by Carole Gilbert at 10:49am. Stephanie John and Betty Marshall were also in attendance.

PRESIDENT'S REMARKS:

Carole Gilbert attended the Midwest Chapter of MLA board meeting in Louisville. There was discussion on the "Platform for Change" as well as the new information system. Input is wanted in both areas. Carole wrote to Nancy Winslow to congratulate her on her retirement and marriage and will send a note to Lea Ann McGaugh who will be moving to Lubbock to take a position at Texas Tech.

SECRETARY'S REPORT:

The minutes were approved as written, except for the starting time of this meeting which should have been 10:30am and not 10:00am.

TREASURER'S REPORT:

The report was accepted as written.

ARCHIVIST'S REPORT:

Bill Nelton reported that the Archives are being used, with an average of one request every six weeks.

AD-HOC COMMITTEE ON POSITION OF MHSLA IN MLA:

The committee has not met. No report.

AD-HOC MEMBERSHIP COMMITTEE:

No report. Sheryl Stevens has sent membership information to the Publication Committee.

AUDIT COMMITTEE REPORT:

No report.

BYLAWS COMMITTEE REPORT:

TAMIC, VRHSL AND FAHSLN have merged and this change will be made in the bylaws. There was discussion about either giving voting privileges to committee chairs or establishing a quorum. We now have 12 voting board members. Since chairs are appointed by the president, it may be more appropriate to set a number for a quorum for doing business at board meetings. This will be discussed at future meetings.

COLLECTION DEVELOPMENT:

No report.

CONFERENCE PLANNING COMMITTEE:

EDUCATION COMMITTEE: Melba Moss distributed a final schedule for the conference and reported on speaker fees and equipment needs. The CD-ROM presenters will have their registration fee waved and will have their lunch paid for. Bonnie Swegles will notify former/retired members of the special events and invite them to attend.

LOCAL ARRANGEMENTS COMMITTEE:

The conference brochure was presented. Costs for the events, meeting rooms, and hospitality suite were presented. Setting the registration fees will be done later in the meeting.

EDUCATION COMMITTEE (NONCONFERENCE):

Melba spoke with Joe Mika, but found that he was not interested in the MLA Platform for Change.

The support staff workshop will be held Sept 24th at the Market Street Inn in Birch Run. Medical terminology will be offered along with a seminar on humor as a stress reducer.

DOCUMENT DELIVERY COMMITTEE REPORT:

Barb Kormelink has received 1/2 of the surveys back from the membership. The deadline was yesterday. She will send out second notices. She suggested asking members in the next newsletter to report if and what they charge for interlibrary loans.

NOMINATING / ELECTIONS COMMITTEE REPORT:

No report.

PUBLICATIONS COMMITTEE REPORT:

The deadline for the May 1st newsletter is 4/2 (4/5 if faxed). The new directory will be out by May 15th and will include bylaws revisions.

RESEARCH COMMITTEE REPORT:

Yvonne Mathis will present the results of the research project at MLA (Wed 5/19) and Maureen Watson is doing a poster session at MLA (Tues 5/18) chronicling the research process. Mary Griswold presented a poster at the Kalamazoo Nursing Research Cooperative and spoke before an MSU/KCMS Informatics Committee.

LOCAL AREA REPORTS:

ERHSLA: The group has met and discussed the 1994 conference which will be held at the Bavarian Motor Lodge Inn on Sept 27-29. There will be a shuttle to Birch Run. Rooms will be \$85.00 (single, double, triple or quad). Stephanie John asked that new stationery be ordered with ERHSLA replacing the former groups on it. It was suggested that we wait and see what the Northern Michigan groups plan on doing in terms of merging or joining with the western group. Their next meeting is July 1st in Port Huron.

MDMLG: Carol Ann Attar was not present. Nancy Bulgarelli is the new president-elect.

MMHSL: Calnet has the holdings (books and journals) of 72 libraries on CD. Ingham Medical Center and Lansing General have merged.

NMHSLG: No report.

WMHSLA: The CE course, Panning for Gold, will be held 4/20.

STATE COUNCIL REPRESENTATIVE: No report.

GMR REPRESENTATIVE: No report.

OLD BUSINESS: none

NEW BUSINESS

Marge Kars and Bill Nelton have offered to compile a commemorative document on the history of the organization. This was thought to be an excellent idea, and Barb Kormelink made a motion that we do a proceedings for the fall meeting and it passed.

Sandy Swanson moved that all former members be invited to attend the conference on Wednesday, October 14th, as guests of the organization. Melba Moss seconded and the motion was passed. These former members will be recognized at the dinner and will be given carnations or ribbons to identify them. Each area should collect names and addresses of former members and give the information to Mary Jo Wyels through their representatives.

Conference fees were decided upon after looking at last year's expenses and income and projecting the expenses for this year's conference. They are as follows:

- 1 - Inclusive conference fee (includes CE, 2 days at conference, dinner/cabaret and tour of the Silversides) - \$135.00 (available to members only)
- 2 - \$90.00 for one day (\$115 for nonmembers)
- 3 - \$85.00 for CE (\$95.00 for nonmembers)
- 4 - \$20.00 for dinner/cabaret
- 5 - \$15.00 for late registration

Two scholarships will be offered to current library school students (one at U of M and one at WSU). These scholarships will cover two nights' lodging and attendance at the entire meeting. Recipients will be expected to attend the business meeting and will be recognized at this meeting. There will also be a grant for one of our membership who has been unable to attend the conference before.

200 mugs will be ordered and will be given as favors at the Wednesday night dinner. Extra mugs will be sold.

MLA's new management information system is being developed. Some suggestions for inclusion in the system were: available classes, congress people on legislative committees, e-mail, calendar, job listings, jobs wanted input forms, a generic format for MLA meetings, suggestions for meetings or the newsletter, CE tracking form.

The possibility of scholarships to MLA for MHSLA members was suggested.

REVIEW OF ACTION STATEMENTS

Carole Gilbert will write to Lea Ann McGaugh.

Mary Jo Wyels will talk to Kay Kelly regarding merging local groups.

Barb Kormelink will contact Sheryl Stevens about statistics for MISHULS users.

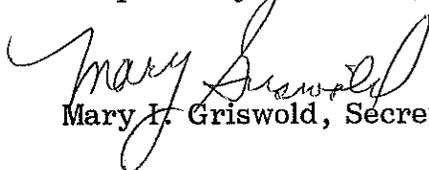
Bill Nelton will bring lists of past officers to the next meeting.

All will try to locate former members and officers.

The next meeting will be June 1st at 10:00am at Providence Hospital.

The meeting was adjourned at 2:00pm.

Respectfully submitted,


Mary I. Griswold, Secretary



MHSLSA EXECUTIVE BOARD MEETING
JUNE 10, 1993
CAROLE GILBERT'S HOME
ROYAL OAK 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

Table with 2 columns: P, A. Rows correspond to the affiliated groups listed on the left, with 'X' marks indicating participation.

- Carole Gilbert, President
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Ken Nelson, UPHSLC
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 10:10am.

PRESIDENT'S REMARKS:

Carole Gilbert remarked that the annual meeting of MLA was very good and she found that hospital librarians are not that different from academic librarians in many aspects.

SECRETARY'S REPORT:

The minutes were approved as written, with the following corrections:

- p.1 C. Gilbert attended the Midwest Chapter MLA board meeting in Chicago (not Louisville)
p.4 Barb Kormelink will contact S. Stevens re members who have not paid institutional dues

In past minutes there has not been an indication of the exact date for the fall conference. Those dates are Oct 12-14.

TREASURER'S REPORT:

The report was accepted as written. Peggy Zorn requested approval to purchase software for keeping financial records. This was approved.

ARCHIVIST'S REPORT:

No report.

AD-HOC COMMITTEE ON POSITION OF MHSLSA IN MLA:

The committee has corresponded by fax and phone. They have examined old minutes and reports regarding MLA chapter status. Carole Gilbert has talked to Bob Cheshier who has expressed strong dissatisfaction with MC/MLA among Ohio members. The possibility of joining with 2, 3 or 4 other states to form a chapter should also be explored. The committee will have a report in the fall to present at the round table.

AD-HOC MEMBERSHIP COMMITTEE:

No report. Barb Kormelink has a list of institutional members who have not paid dues. Peggy Zorn will check and see what should be done concerning this situation. Their records may need to be suppressed in MISHULS or DOCLINE. A letter will be sent to those involved.

AUDIT COMMITTEE REPORT:

No report.

BYLAWS COMMITTEE REPORT:

Mary Hanson reported that it will not be necessary to change the bylaws to reflect the change in configuration of local groups. She also indicated that a simple majority of board members (elected officers, immediate past president and area representatives) are needed to transact business at board meetings. The committee will consider making one change to the bylaws to permit the local area to send an alternate to the board meeting if the elected representative cannot attend.

COLLECTION DEVELOPMENT:

No report.

CONFERENCE PLANNING COMMITTEE:

EDUCATION COMMITTEE:

Letters regarding the scholarships to library students will go out next week. Contributed papers were called for in the newsletter, but there has been no response. The deadline has been extended. CE credit has been applied for.

New members and institutional members will be sent a letter about the scholarship for first-time attenders. Carole Gilbert will ask Melba Moss if she has a form for this purpose.

LOCAL ARRANGEMENTS COMMITTEE:

The hospitality suite will be used for a State Council meeting on Thursday. (10/15) MACHIS will meet on Wednesday (10/14) during the lunch break, 12:00-1:30pm. A line for indicating planned attendance will be added to the registration form.

DOCUMENT DELIVERY COMMITTEE REPORT:

Barb Kormelink has sent the order to OCLC. She wants a survey to be included in the next newsletter to find out which libraries charge and what they charge. This information will be added to MISHULS.

By July 1, all OCLC holding updates are due at the ROC's.

MLC is not doing the fiche after this year. We should consider whether or not to continue publishing a fiche version of MISHULS.

A cross-reference sheet for the changed codes will be sent to those who need one.

NOMINATING / ELECTIONS COMMITTEE REPORT:

The slate was presented and approved by the board. It is as follows:

President Elect - Leslie Behm and Yvonne Mathis

Secretary - Mary Jo Wyels and Sandy Swanson

Nominating Committee - Robin Alanen-Mosher, Jane Claytor, Kay Kelly, Ken

Nelson, Ellen O'Donnell and Cheryl Putnam

Norma Powers will send the information to the secretary for mailing.

PUBLICATIONS COMMITTEE REPORT:

The membership directory was sent out on time along with replacement binders for those who needed one. The cost was \$550.00.

The newsletter was mailed in May and the next one will be out in early August.

RESEARCH COMMITTEE REPORT:

Yvonne Mathis reported a successful poster session and contributed paper at MLA. 80 mailings went out to people who wanted information after the available summaries were given out. She also included order forms for the published results, adding a \$2.00 mailing charge to the \$10.00 cost.

Healthcare Management Review called Lois Huisman and wants to publish a summary of the findings of the research project.

Mary Griswold suggested that the board financially support the efforts of members who represent MHSLA at national meetings by paying registration to the meeting. Ria Lukes was charged to write a policy regarding support of future endeavors. Jane Claytor made a motion that the members of the present MHSLA Research Committee be given an honorarium of \$100.00 for representing MHSLA at the 1993 MLA meeting. The motion was approved.

LOCAL AREA REPORTS:

ERHSLA: The group will meet on July 1 in Port Huron.

MDMLG: Carol Ann Attar was not present. MDMLG will have a luncheon meeting in a couple of weeks. JAMA turned down the submission of the results of the group's research project. The committee will send letters to various journals seeking an interested publisher.

MMHSL: The group met June 6th and discussed cooperative purchasing of library-oriented journals. JCAHO standards were discussed and Ria Lukes shared her recent experience. She will write an item for the newsletter about her visit from the JCAHO.

NMHSLG: No report.

UPHSLC: No report.

WMHSLA: The group is planning the conference (Oct 12-14). They will meet in July and Sandy Swanson will present information on producing professional-looking documents on a PC.

STATE COUNCIL REPRESENTATIVE:

Lynn Sorensen Sutton will attend a Regional Advisory Council meeting in Chicago in July. She will serve on the committee on an interim basis. A resource library director is required to be on the council this term, but there is not one in the state of Michigan at this time. She reported that Ellen Marks has accepted the position of director at Shiffman Medical Library, effective July 19, 1993..

GMR REPRESENTATIVE: No report.

OLD BUSINESS:

Carole Gilbert sent a letter to Lea Ann McGaugh.

NEW BUSINESS:

Judy Barnes as president of MACHIS presented her concerns about their group becoming an academy or special interest group of MHSLA. If they decide to do so, they could announce their meetings in the newsletter, have a column in the newsletter, eliminate treasury duties and have a non-voting representative attend board meetings. The current members of MACHIS would have to become members of MHSLA. A motion was made to invite a petition from MACHIS to the board. It was approved. A representative to the State Council is needed from one of the local groups. Carol Aebli will be contacted about doing so. The next meeting of the council will be at the October conference.

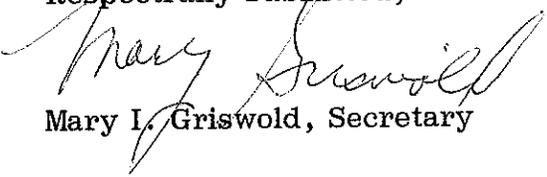
REVIEW OF ACTION STATEMENTS:

1. Ria Lukes will write a policy on honoraria for those who represent MHSLA at national meetings.
2. Ria will write an item for the newsletter on JCAHO visits.
3. Mary Hanson will initiate a bylaws change allowing alternate area representatives to vote at board meetings.
4. Barb Kormelink will contact those institutions which have not paid membership dues. An announcement at the meeting will be made regarding suppressing non-payers.
5. Peggy Zorn will purchase software for financial record keeping.

The next meeting will be August 10th in Lansing.

The meeting was adjourned at 12:30pm.

Respectfully submitted,


Mary I. Griswold, Secretary

ARCHIVIST'S REPORT:

Bill Nelton brought a list of past officers which will be given to Mary Jo Wyels so that she can issue invitations to the conference. At the conference he will distribute a list of items which should be given to him for the Archives.

AD-HOC COMMITTEE ON POSITION OF MHS LA IN MLA:

Norma Powers has asked to be replaced as chair. She has gathered a lot of material and still plans to head the round table discussion at the conference. She had not contacted Bob Cheshier.

AD-HOC MEMBERSHIP COMMITTEE:

No report.

AUDIT COMMITTEE REPORT:

No report.

BYLAWS COMMITTEE REPORT:

Mary Hanson has not had a chance to work on the bylaws change related to sending alternate area representatives to board meetings. If she finds this is a necessary change, she will be prepared to have it voted on at the conference and it would take effect in one year.

COLLECTION DEVELOPMENT:

No report.

CONFERENCE PLANNING COMMITTEE:

EDUCATION COMMITTEE:

Melba Moss has received 8 applications for new member scholarships. No students have expressed interest in attending the meeting on scholarship. Peggy Zorn and Barb Kormelink will make contact with the library school at U of M to determine if there are any interested students. Melba Moss will be asked to contact WSU library school.

Peggy Zorn made a motion that all three scholarships be used for members if no applications are received from library school students. The motion was carried.

LOCAL ARRANGEMENTS COMMITTEE:

No report.

DOCUMENT DELIVERY COMMITTEE REPORT:

Barb Kormelink has cleared up the problem with unpaid institutional memberships. She will have a notice put in the newsletter that those who need invoices for payment of dues should contact the treasurer. MISHULS will be printed by October and will be a complete update of pages. There was some discussion about having the month/year stamped on every page. Barb will look into this possibility.

NOMINATING / ELECTIONS COMMITTEE REPORT:

Ballots were sent out 8/5 and are due by 9/22.

PUBLICATIONS COMMITTEE REPORT:

The deadline for the next newsletter will be 8/16.

RESEARCH COMMITTEE REPORT:

Yvonne Mathis reported that a letter has been sent to Health Care Management Review and she is revising the letter which will appear in Academic Medicine. She sent out the material to those who requested it at the poster session and there were 2 or 3 requests to purchase the committee's report.

LOCAL AREA REPORTS:

ERHSLA: Laura Friesen-Lynn is the new librarian at Hurley Medical Center who replaces Nancy Winslow. Pat Moreland at McLaren has hired a full- and a part-time clerk.

MDMLG: Carol Ann Attar reported that the new president is Sheryl Stevens. She is leaving Henry Ford but will be the head of bibliographic services at the Medical College of Ohio. The president-elect is Nancy Bulgareli. Carole Gilbert will be the MHS LA representative. New committee chairs were announced. Carol had questions about tax status for local groups and possibly becoming incorporated and tax exempt. Peggy Zorn will check into this for her.

MMHSL: There have been no meetings. In September they will elect a new board representative.

NMHSLG: No report.

UPHSLC: No report.

WMHSLA: Most of the group's activities have centered around conference planning. There was a meeting on 7/20 and a brochure for the local group was designed.

STATE COUNCIL REPRESENTATIVE:

Barb Kormelink is serving her last year as president of the State Council. There will be a meeting on 10/15 at the conference in the hospitality suite.

GMR REPRESENTATIVE:

David Keddle described the staffing changes at GMR and indicated that his term of service would end soon.

OLD BUSINESS: none

NEW BUSINESS:

ERHSLA extended an invitation to MHS LA to hold its 1994 annual conference in Frankenmuth at the Bavarian Motor Lodge in September 1994. The invitation was accepted. Barb Kormelink will provide the exact dates.

Carole Gilbert reported that the Connecticut state group has amended its bylaws and taken a stand that all institutional representatives must have AMLS degrees and that access will be refused to any hospital which does not comply or place value on libraries or librarians. The hospital administrators have been contacted about this new position.

MLA has been notified about possible legal issues regarding the Academy. The Academy cannot be limited to MLA members, but to any who meet the qualifications.

The honorarium policy was reviewed. Several changes were discussed and Ria will redraft the policy to reflect those changes. The policies and procedures are currently held by the president only. It was suggested that all officers have copies.

Annual reports of all committees should be submitted to Mary Griswold by 9/1/93.

The MLA draft of its Code of Ethics will go in the next newsletter. Feedback is requested and this code will be discussed at the conference.

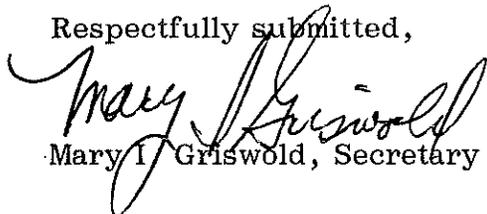
REVIEW OF ACTION STATEMENTS:

1. Ria Lukes will redraft the policy on honoraria for those who represent MHS LA at national meetings.
2. Barb Kormelink and Peggy Zorn will contact U of M Library School.
3. Judy Barnes will contact Melba Moss regarding the motion passed about scholarships.
4. All area representatives will contact their State Council representative about the Council meeting in October.
5. Mary Hanson will work on bylaws changes concerning alternate area representatives.

The next meeting will be October 12th in Muskegon.

The meeting was adjourned at 12:10pm.

Respectfully submitted,


Mary I. Griswold, Secretary

**MHSLA EXECUTIVE BOARD MEETING
OCTOBER 12, 1993
HOLIDAY INN / MUSKEGON HARBOR
MUSKEGON MI**

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|----------|----------|---|
| <u>X</u> | | Carole Gilbert, President |
| <u>X</u> | | Judy Barnes, President Elect Conference Planning Committee |
| <u>X</u> | | Ria Lukes, Immediate Past President |
| <u>X</u> | | Sandra Swanson, Publications Committee President Elect (incoming) |
| <u>X</u> | | Mary Griswold, Secretary Publications Committee (incoming) |
| <u>X</u> | | Peggy Zorn, Treasurer |
| <u>X</u> | | Bill Nelton, Archivist |
| <u>X</u> | | Mary Hanson, Bylaws Committee |
| <u>X</u> | | Barbara Kormelink, Document Delivery Committee |
| <u>X</u> | | Melba Moss, Education Committee |
| <u>X</u> | | Robin Alanen Mosher, Education Committee (incoming) |
| <u>X</u> | <u>X</u> | Sheryl Stevens, Ad-Hoc Committee on Membership |
| <u>X</u> | | Norma Powers, Nominating Committee Ad-Hoc Position of MHSLA in MLA |
| <u>X</u> | <u>X</u> | Yvonne Mathis, Research Committee |
| <u>X</u> | | Carol Ann Attar, MDMLG |
| <u>X</u> | | Jane Claytor, MMHSL Audit Committee (incoming) |
| <u>X</u> | <u>X</u> | Kay Kelly, NMHSLG |
| <u>X</u> | | Ken Nelson, UPHSLC |
| <u>X</u> | | Mary Jo Wyels, WMHSLA Local Arrangements Committee Secretary (incoming) |
| <u>X</u> | <u>X</u> | Dave Keddle, GMR Representative |
| <u>X</u> | | Ellen Marks, GMR Representative (incoming) |
| <u>X</u> | <u>X</u> | Lynn Sorensen Sutton, State Council Representative |
| <u>X</u> | | Craig Mulder, Ad Hoc Committee on Technology for Interlibrary Loan and Document Delivery |
| <u>X</u> | | Leslie Behm, Research Committee (incoming) |
| <u>X</u> | | Marge Kars, Ad Hoc Committee on Position of MHSLA in MLA (incoming) |

The meeting was called to order by Carole Gilbert at 7:23pm.

PRESIDENT'S REMARKS:

Carole Gilbert felt that a lot had been accomplished over the past year and expressed appreciation for all the work done by the board. She will be making her remarks at the annual business meeting.

SECRETARY'S REPORT:

The minutes were approved as written. The minutes from last year's annual meeting were also accepted as written.

TREASURER'S REPORT:

Peggy Zorn distributed a financial report. She thought the conference would break even. Her report was accepted.

ARCHIVIST'S REPORT:

Bill Nelton reported that the archives were fine and that if anyone had doubts about whether materials were appropriate for the archives, they should send them anyway. He will have an exhibit. If anyone sends pictures to the archives, he asks that they identify the event and the people in the pictures.

AD-HOC MEMBERSHIP COMMITTEE:

No report. This committee will become a standing committee as of this meeting.

AD-HOC COMMITTEE ON POSITION OF MHS LA IN MLA:

Marge Kars will present her report at the business meeting and there will be discussion at the open forum.

AUDIT COMMITTEE REPORT:

The Audit committee will use the preliminary report.

BYLAWS COMMITTEE REPORT:

Mary Hanson will update the bylaws to add the Research Committee and Membership Committee as standing committees. She will ask approval to do these "housekeeping chores" at the business meeting. She will also update the duties of the Publication Committee to include updating the mailing list.

COLLECTION DEVELOPMENT:

No report.

CONFERENCE PLANNING COMMITTEE:

EDUCATION COMMITTEE:

Melba Moss reported that the report is in the packet. Six recommendations have been made for future years. The committee chose three members to receive conference scholarships - Laura Friesen-Lynn, Elizabeth Iles and Doreen Bradley. No library science students were interested. Barbara Kormelink recommended advertising the conference in the spring before schools let out for the summer. We should also advertise CE's and support staff classes to students.

LOCAL ARRANGEMENTS COMMITTEE:

Mary Jo Wyels reported that things were going smoothly. A full report is in the packet.

DOCUMENT DELIVERY COMMITTEE REPORT:

Barb Kormelink has the list and microfiche copy. She moved that the same prices be charged as last year. This was seconded and passed.

NOMINATING / ELECTIONS COMMITTEE REPORT:

Norma Powers provided a complete report in the packet. She expressed appreciation for the cooperation of her committee and those on the ballot.

PUBLICATIONS COMMITTEE REPORT:

Sandy Swanson will put out her last newsletter following the conference. Carole Gilbert expressed gratitude for the "super job" Sandy did.

RESEARCH COMMITTEE REPORT:

Yvonne Mathis sent a full report for the packet.

LOCAL AREA REPORTS:

ERHSLA: No report. The group will meet after the conference, when they will elect new officers.

MDMLG: Carol Ann Attar reported that the 1994 meetings are scheduled for 1/27 (Children's), 3/24 (Pontiac Osteopathic) and 6/23 (?).

MMHSL: The group met 9/23 at St. Lawrence Hospital. They will be forming a journal club. The local support staff is forming a support group. Jane Claytor will represent MMHSL for the next three years.

NMHSLG: No report. Norma Powers brought Janette Ransom-Bergstrom, her new half-time librarian.

UPHSLC: Janice Heather, the new librarian at Calumet Hospital is attending the conference. Four members traveled to the conference together. They mainly keep in contact by telephone.

WMHSLA: The group will meet 10/26 at Bronson and will review the conference. They are planning a CE in April.

STATE COUNCIL REPRESENTATIVE:

Barb Kormelink reports that the State Council has not met. They will meet in room 819 after the business meeting to elect a new president.

GMR REPRESENTATIVE:

Ellen Marks reported on the goals, structure and calendar for GMR.

OLD BUSINESS:

The MLA draft of the Code of Ethics was published in the last newsletter. Please give your comments to Carole Gilbert. It will be voted on in San Antonio. Barbara Kormelink moved that we accept the revision of the guidelines for honoraria. Leslie Behm seconded it and it was passed.

NEW BUSINESS:

The conference registration form was discussed as it related to member/nonmember prices. N/A (not available) was misunderstood by many. The deadline for dues was discussed and it was determined that new members could join at any time (including when registering for the conference). Judy Barnes will clarify the existing dues policy.

Mary Jo Wyels moved that all future board meetings be held in Lansing or at a convenient location, with the exception of the site visit for future conference. Ria seconded and the motion passed. The possibility of conference calls to include those who are far away was also discussed.

Thursday's afternoon schedule was modified to allow for an earlier conclusion.

Melba Moss expressed that the board needs to look closely at the recommendations of the Education Committee before approving a conference schedule. The times for this conference were presented and approved in January.

Nancy Nickelson, one of the former MHS LA members who was invited to attend the conference, sent her regards.

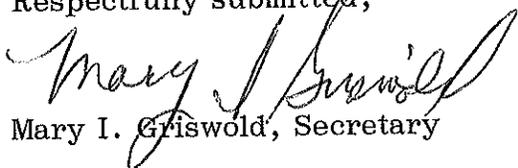
REVIEW OF ACTION STATEMENTS:

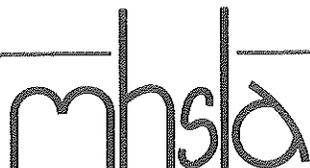
1. Mary Hanson will clarify and update bylaws.
2. Judy Barnes will clarify the dues policy as it relates to conference rates.
3. Barbara Kormelink will mail MISHULS order forms.
4. Carole Gilbert will write an article on JCAHO standards.

The next meeting will be November 12th in Lansing at Michigan Capital Medical Center Pennsylvania Campus (formerly Lansing General Hospital).

The meeting was adjourned at 9:15pm.

Respectfully submitted,


Mary I. Griswold, Secretary



MHSLA EXECUTIVE BOARD MEETING
NOVEMBER 12, 1993
MICHIGAN CAPITAL MEDICAL CENTER
PENNSYLVANIA CAMPUS
LANSING, MI.

- Affiliated Groups
Eastern Regional Health Sciences Association
Metropolitan Detroit Medical Library Group
Mid-Michigan Health Sciences Libraries
Northern Michigan Health Sciences Libraries Group
Upper Peninsula Health Science Libraries Consortium
Western Michigan Health Sciences Libraries Association

Table with columns P and A listing board members and their roles, including Judy Barnes (President), Carole Gilbert (Immediate Past President), Sandra Swanson (President Elect), and others.

The Meeting was called to order by Judy Barnes at 10:04am.

PRESIDENT'S REMARKS:

Judy Barnes brought up the expiration of the Long Range Plan in 1993. She suggested that Ellen Marks be the State Council Representative and that Lynn Sorrenson Sutton be asked to chair a Long Range Planning Committee.

of revising its Long Range Plan on a regular basis rather than doing it all at one time, expressed a need to monitor whether the goals of our Long Range Plan are being met and made the suggestion that the board review the Long Range Plan to make sure the committees are meeting the goals set. Judy will ask Lynn Sorrenson Sutton to work on ideas from the round table discussions as a basis for a new long range plan, add the old LRP to this base, coordinate and review. *

SECRETARY'S REPORT:

The attendance list of the Oct. 12, meeting was corrected to include Betty Marshall. Doris Blauet moved; Betty Marshall seconded; the minutes were accepted as corrected.

TREASURER'S REPORT:

A general accounting report and a very detailed conference accounting report were sent by Peggy Zorn. Mary Hanson moved for acceptance of the report but commented that such detail was not necessary. A report with broader categories of expenses would be just as informative. Doris Blauet seconded and the report was accepted as written. The Association's treasury balance is in good shape even though the conference lost approximately \$1,500.00.

ARCHIVIST'S REPORT:

Bill Nelton had nothing new to report.

AUDIT COMMITTEE:

NO REPORT

BYLAWS COMMITTEE:

Mary Hanson will finish the "housekeeping chores" with regard to the Research committee and the Membership committee and will distribute the updated bylaws with the directory in May 1994.

COLLECTION DEVELOPMENT COMMITTEE:

Betty Marshall has recruited members for her committee and they will conduct most of their business by fax, phone and e-mail.

CONFERENCE PLANNING COMMITTEE:

Barb Kormelink is the local arrangements chair. Stephanie Johns is the accommodations and A.V. chair. A discussion of the recently past and future conference brought forth a number of suggestions and recommendations:

- recommend Blaize Cronin or David Brin for Keynote and/or C.E.
- need more challengeing classes ie. benchmarking
- suggest technology class
- more creative descriptions of classes in brochure
- don't jam so much in so little time; provide a little free time
- give certificates for classes- ce credits are not always

necessary

- next year leave time for shopping
 - suggest topics for contributed papers and solicit for conference
 - do contributed papers in middle of conference and leave time for questions and answers
 - no vendors next year just ask for contributions and display names or information
- Robin distributed the comments on the Oct. '93 conference from the evaluation sheets.

EDUCATION COMMITTEE:

Robin Alanen Mosher has her committee set and will begin work soon.

DOCUMENT DELIVERY:

Barb Kormelink requested the prices of MISHULS in fiche and paper. Order blanks will be sent as soon as that information is set.

Information from document delivery and membership should go into a shared database.

MEMBERSHIP:

Janet Zimmerman said the membership list should include past members and identify past presidents in the database. It should include rosters of WSU and UM Library Schools and rosters of local groups. It should identify those who are Academy members and who will be consultants or mentors. The policy for reduced conference rates for members was presented. The corrected version follows.

"Those members who renew their membership by paying their dues after the March 1 deadline stated in the bylaws will not be permitted to take advantage of the member discounts on Conference fees.

New members may join MHSLA at any time during the year and take advantage of the discounts.

Dues are based of the Calendar year. Memberships expire on December 31 regardless of the date they are issued.

There will not be an option to renew memberships on the Conference registration form."

Carole Gilbert moved and Betty Marshall seconded; the policy was accepted as corrected.

There was discussion and rejection of a suggestion to keep a mini CV in the membership database of people downsized out of their positions.

NOMINATING:

Ellen O'Donnell would like to have a list of former officers to facilitate the job of the nominating committee.

PUBLICATIONS COMMITTEE:

The newsletter is scheduled to be published in late nov. No other report.

RESEARCH COMMITTEE:

Leslie Behm and her committee will review all previous work. They will check on the progress of publishing the completed research project. They plan to work with collection development and send out a survey on how to handle older collections.

AD HOC COMMITTEE ON THE POSITION OF MHS LA IN MLA:

No Report

AD HOC COMMITTEE ON TECHNOLOGY FOR ILL AND DOCUMENT DELIVERY:

Craig Mulder presented the goals of his committee. He will be looking for input on systems from the membership.

ERHSLA:

June Kronenberg is the new chairperson. Barb Kormelink is the Local Arrangements chair for the next conference. Doris Blauet is the area Representative to the Board.

MDMLG:

Elaine Kissel's position was eliminated at St. Joe Pontiac. They are using a team approach to management. Gerry Stunkle is in charge of the Library which is part of the Learning Center team.

Karen Tubolino has left Providence and is at the V.A. in Allen Park.

MMHSLA:

They will have an NLM update in February using the Satellite program with exercises for their members. They have started a journal club.

NMHSLG:

No report.

UPHSLG:

No report.

WMHSLA:

The last meeting was a conference review. The next meeting will include an NLM update. A C.E. class is planned for April on using PDQ. Flyers will be sent.

GMR:

No report.

STATE COUNCIL:

Nancy Manninen is the new President of the State Council. The local area representatives are the State Council Representatives. The question of why we have a State Council

was raised. There is a need to investigate. The first step is to get the criteria for the State Council from GMR. Judy will talk to Nancy Manninen about the criteria and the State Council.*

OLD BUSINESS:

A petition was submitted by MACHIS for group status within MHSLA. (see attached)

A section will be added to the membership form for those interested to express that interest. The members of MACHIS will elect a representative to the board. Bylaws will write up the appropriate changes and the Board will approve subject to a final vote by the membership. The existing MACHIS treasury can be accepted for the requested purpose.

Carole Gilbert moved; Doris Blauet seconded; the petition was accepted.

Glenda Evans is the MACHIS representative to the Board.

A question was raised about the current duties of the Secretary. A new policy should be written by the Secretary to answer this.*

NEW BUSINESS:

Interest was expressed in doing displays about MHSLA at annual meetings of MNA, MHA, MMS, MLA and other appropriate organizations. A recent display by Mercy Corporation Librarians at a nursing education conference was described. Purchase of a laptop computer was recommended if we become active in this area. It was moved by Betty Marshall and seconded by Doris Blauet that an AD Hoc Exhibit/Marketing Committee be formed. The motion was approved.* Part of the committee charge will be to investigate the cost of a display board and a laptop.

Policy and procedure manuals should be updated. The president, secretary and treasurer are to maintain a p & p book for their position with complete records and pass it on to the newly elected officer.

Glenda Evans was appointed chair of the Ad Hoc Committee on Liability/Confidentiality.

Networking with Medical Libraries in Canada was suggested. Sault Ste. Marie would like to participate in MISHULS. Doris Blauet moved and Mary Jo Wyele seconded approaching the Canadian Librarians. The motion was approved and Judy Barnes will contact the president of the Ontario Library Association.*

The purchase of software to support the board and chair positions was suggested. A survey of existing hardware and the interchangability of the software will need to be made. Word Perfect was suggested for the Secretary. Usability

should be established.

Certificates for non CE credit courses offered at the conferences will be given to the participants by the Education Committee.

The future conference rotation was established:
1994 - ERHSLA; 1995 - NMHSLG/UPHSLC; 1996 - MMHSL; 1997 - MDMLG; 1998 - WMHSLA.

ANNOUNCEMENTS:

Sandy Swanson brought up the possibility of using existing Membership List covers using an adhesive label to make necessary changes. Sandy Swanson moved and Betty Marshall seconded this plan. It was approved. The membership committee will make the required labels.*

Dorothy Crist sent thanks for the invitation to the conference and expressed her pleasure at being there for the banquet.

Robin Alanen Mosher is now the Librarian for Battle Creek Adventist as well as the Battle Creek Health System.

ACTION STATEMENTS:

Judy will ask Lynn Sorrenson Sutton to work on ideas from the round table discussions as a basis for a new long range plan, add the old LRP to this base, coordinate and review. *

Judy will talk to Nancy Manninen about the criteria of and the need for the State Council.*

A question was raised about the current duties of the Secretary. A new policy should be written by the Secretary to answer this.*

Judy Barnes will establish an Ad Hoc committee for Exhibits/Marketing. *

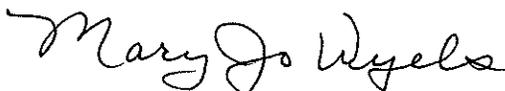
Judy Barnes will contact the president of the Ontario Library Association with regard to networking.*

The membership committee will make the required labels to use with the existing membership list covers.*

The next meeting will be January 13, 1994 at the Harley Hotel in Lansing.

The meeting was adjourned at 1:38pm.

Respectfully Submitted,



Mary Jo Wyels, Secretary



MACHIS
Michigan Association of
Consumer Health Information Specialists

November 12, 1993

TO: Michigan Health Sciences Libraries Association
Executive Board

RE: Petition for Group Status.

On behalf of Michigan Association for Consumer Health Information Specialists, we would like to petition Michigan Health Sciences Libraries Association for Group status.

At the October 13, 1993 meeting of MACHIS, our membership agreed to present MHSLSA with the following suggestions for becoming an affiliated group:

1. MACHIS members wishing to continue to participate in activities associated with MACHIS purchase memberships in MHSLSA.
2. All monies contained in the MACHIS Treasury will be turned over to MHSLSA immediately.
3. Announcements of all meetings of MACHIS will be reported to the Publications Committee of MHSLSA for publication in the MHSLSA News.
4. MACHIS agrees to conduct its affairs in the manner of other groups affiliated with MHSLSA.

We ask the following from MHSLSA in return:

1. Permission for one representative seat on the Executive Board with Group Representative privileges, including one vote. This position will be elected by the members of MACHIS.
2. Permission to conduct a two hour meeting in conjunction with the MHSLSA Annual Educational Conference.
3. That MHSLSA use the existing MACHIS Treasury to provide for an MLA CE program on Consumer Health Information at the 1994 MHSLSA Annual Educational Conference.

Respectfully submitted,


Judith Barnes, President


Robin Alanen Mosher, Secretary

Glenda Evans, Treasurer

