

MHSLA
 EXECUTIVE BOARD MEETING
 January 16, 1996 - Michigan Athletic Center

P	A		
X		Melba Moss,	President
X		Deborah Adams,	President Elect & Conference Planning Committee
X		Sandra Swanson,	Immediate Past President & Marketing Committee
X		Laura Friesen-Lynn,	Secretary & ERHSLA
X		Chris Hunt,	Treasurer
X		Bill Nelton,	Archivist
X		Lea Ann McGaugh,	Audit Committee
X		Mary Hanson,	Bylaws Committee
X		Betty Marshall,	Collection Development Committee & WMHSLA
X		Jane Claytor,	Document Delivery Committee
X		Robin Mosher,	Education Committee & MACHIS
X		Leslie Behm,	Local Arrangements Committee & Publications Committee
X		Mary Griswold,	Membership Committee
	X	Martha Studaker,	Nominating Committee
	X	Lynda Baker,	Research Committee
	X	Carole Gilbert	MDMLG
X		Deb Jankowski,	M-MHSL
	X	Norma Powers,	NMHSLA
	X	Ken Nelson,	UPHSLA
X		Craig Mulder,	ad Hoc Committee on Technology for ILL and Document Delivery
X		Marge Kars,	Long Range Planning Committee
	X	Ellen Marks,	GMR Representative

Guest: Mike Simmons

The meeting was called to order by Melba Moss at 10:08.

Approval of Minutes

The minutes were accepted with corrections. A corrected copy of the minutes will be submitted to the Archivist at the next Board meeting.

ARCHIVIST'S REPORT: No report.

TREASURER'S REPORT: Chris distributed his report for the period November 16, 1995 through January 15, 1996. Leslie moved that the treasurer's report be accepted as presented, Robin seconded, and the motion carried.

Committee Reports

AUDIT COMMITTEE: Lea Ann McGaugh was hoping to have the Audit Committee notebook passed on to her before proceeding with her audit. Jane Claytor reported that there is no notebook for the Audit Committee.

BYLAWS COMMITTEE: Mary Hanson has made some additions to the bylaws that should have been in the bylaws the last time they were printed, but weren't. She is in the process of printing the new bylaws now.

COLLECTION DEVELOPMENT: No report.

CONFERENCE PLANNING: A tentative agenda has been put in place for the conference. CE's will be held on Wednesday; the two workshops planned are Time Management and Statistics (as a follow-up to the Needs Assessment and Research Methods workshops offered at last year's conference). The business meeting and the keynote address will be held Thursday morning. Lunch will be included that day; MACHIS will meet during lunch in a separate room. A 'round robin' presentation of the vendors and poster sessions will be held Thursday afternoon.

As an alternative on Thursday afternoon, an 'Intro to the Internet' session may be scheduled; Craig Mulder is a possible presenter. There was discussion on making this session very informal, one-on-one if possible, with several volunteer mentors for those who attend.

For Friday, the tentative plan is to have two separate sessions on Web pages, presented by Leslie Behm and Mike Simmons. The morning session will deal with the mechanics of putting a Web page together; the afternoon session will be a presentation on how to lay a Web page out and tailor it for a specific institution.

The two ideas being discussed as topics for the keynote address are Marketing and Professional Image, though the committee is still taking suggestions on this. They will possibly look for someone to speak on the conference theme.

'Capitalizing on Information' was discussed and informally accepted as a theme for the conference.

DOCUMENT DELIVERY: Jane reported that she received orders totalling \$4080.00 for 43 paper copies and 21 fiche copies of MISHULS. The bill for printing and mailing was \$2334.46. She was billed approximately \$99.00 for mailing a copy of the union list to Canada, and will check with Barbara Kormelink to see if this is usual. She reminded us that July 1 is the deadline for updating serials to be included in the next copy of MISHULS.

MARKETING: No report.

MEMBERSHIP: Mary Griswold reported 30 personal, 34 institutional and 10 dual memberships have been paid for so far this year.

PUBLICATIONS: Leslie reported that the winter issue of the newsletter is set for mailing possibly next week.

RESEARCH: A written report from Lynda Baker said that the committee met on November 30, 1995 at Parke-Davis in Ann Arbor, and are working on their survey instrument. They will be meeting again on January 31, 1996.

AD HOC COMMITTEE FOR TECHNOLOGY AND DOCUMENT DELIVERY: Craig reported 47 current members of the MHS LA

listserv. The Internet grants offered in the fall to MHSLA members have been awarded. There were 17 applications, and 17 awards of between \$50.00 and \$300.00 each. This information will be summarized and posted on the MHSLA list.

LONG RANGE PLANNING: No report.

Local Groups:

ERHSLA: No report.

MDMLG: Chris Hunt reported that MDMLG is sponsoring a Patient Education panel program to be held January 25 with five distinguished librarians and five vendors participating.

M-MHSL: No report.

NMHSLG: Jill VanBuskirk, previously at Grace Hospital in Detroit, accepted the position at the Burns Clinic and will start February 1.

UPHSLA: No report.

WMHSLA: Will be meeting March 29, 1996.

OLD BUSINESS: Robin read the following draft of the revised scholarship recipient policy: "The recipient will be encouraged to work at the conference," (followed by examples of work the recipient could do). Allowed expenses will also be more carefully specified; mileage will be paid at the currently accepted IRS rate (\$.31/per mile at this time), and \$35/day will be allowed for meals. A motion was made by Leslie, seconded by Betty and carried to accept this change in the scholarship recipient guidelines.

Melba requested also that we devise guidelines on what should be included in a scholarship recipient's post-conference report, which we have never actually asked for in the past. Betty moved and Marge seconded that we ask both new member and student recipients of MHSLA conference scholarships to write a summary of what they gained from the conference, with suggestions for improving it and/or for improving their conference experience. The motion carried.

Jane reported that no action had been taken on drafting a new ILL policy to cover the problem being experienced with Sparrow. She will work with Robin to draft a policy to be discussed at the March meeting.

NEW BUSINESS: Minutes of the annual business meeting in Traverse City were distributed and corrections given to Leslie.

Betty reported briefly on the database she is creating of unique or nearly unique holdings (5 or less holding locations in Michigan). She plans to send a letter to all libraries with unique or nearly unique holdings asking them not to discard these holdings. Lea Ann suggested bringing the list to the board before sending letters to individual libraries.

Craig reported that MLC has sent out a new group price list for Internet accounts through them, as follows: \$229/year per library for groups of 10-20 libraries; groups of more than 20 MLC will deal with on an individual basis. They may be able to come up with even better pricing than this soon, because they are going to have their own server.

The problems with getting on to MLC accounts are caused by the limitations of Michnet, and will not change when MLC has their own server.

Craig reported that GMR met Friday, January 12. The contract for GMR's site is up for renewal; the two sites being considered are University of Indiana and University of Illinois at Chicago. Jim Drier of Ovid made a presentation on online journal collections, such as the Current Core List, a nursing collection, and others. He was asked about consortium pricing for GMR constituents, but he was not forthcoming with such pricing. There was discussion on the logistics of owning journals in CD-ROM format. It was suggested that

we have an Ovid rep attend a board meeting, but decided that having a Ovid rep attend a conference as a vendor makes more sense.

ANNOUNCEMENTS: There are errors and omissions in the new MISHULS, most prominently concerning Michigan Capital Medical Center libraries. These will be published in the upcoming issue of the MHSLA newsletter.

David Keddle took a job in the Caribbean at the Ross University Veterinary School Library.

Jane has a new grandbaby named ^{Lauren Ashley,} Ashley-Lauren.

ADJOURNMENT: Chris made a motion to adjourn, it was seconded by Betty and carried at 11:50 a.m.



Wayne State University
University Libraries

Library Science Program

Memorandum

To: Laura Friesen-Lynn
From: Lynda M. Baker
Subject: Research Committee of MHS LA
Date: 11 January 1996

The Research Committee met on November 30, 1995 at Parke-Davis in Ann Arbor. We are continuing to work on the survey instrument and so the discussion was very lively. We will be meeting again on January 31, 1996.

*Thanks, Laura, for reading this for me
Lynda*



Michigan Health Sciences Libraries Association

EXECUTIVE BOARD MEETING
TUESDAY, MARCH 19, 1996
MICHIGAN ATHLETIC CLUB

Affiliated Groups

Eastern Regional Health Sciences Libraries Association

Metropolitan Detroit Medical Library Group

Michigan Association of Consumer Health Information Specialists

Mid-Michigan Health Sciences Libraries

Northern Michigan Health Sciences Libraries Group

Upper Peninsula Health Sciences Libraries Consortium

Western Michigan Health Sciences Libraries Association

AGENDA

- I. Call to order
II. Approval of Minutes
III. Archivist's Report
IV. Treasurer's Report
V. Committee Reports

Melba Moss
Melba Moss
Bill Nelton
Chris Hunt

A. Standing Committees:

- Audit
Bylaws
Collection Development
Conference Planning
Education
Local Arrangements
Document Delivery
Marketing
Membership
Nominating
Publications
Research

Lea Ann McCaugh
Mary Hanson
Betty Marshall
Robin Mosher
Leslie Behm
Jane Claytor
Sandva Swanson
Mary Griswold
Martha Studaker
Leslie Behm
Lynda Baker

B. Ad hoc Committees:

- Technology for Dec.
Delivery and ILL
Long Range Planning

Craig Mulder
Marge Kars

- VI. Old Business
ILL policy draft

Jane Claytor

- VII. New Business?

- VIII. Adjournment

Melba Moss

Handwritten notes: internet grant extension, change to eat brunch right, messy while meeting, talk about per diem

MHSLA
EXECUTIVE BOARD MEETING
March 19, 1996 - Michigan Athletic Center

P	A		
X		Melba Moss,	President
X		Deborah Adams,	President Elect & Conference Planning Committee
X		Sandra Swanson,	Immediate Past President & Marketing Committee
X		Laura Friesen-Lynn,	Secretary & ERHSLA
	X	Chris Hunt,	Treasurer
X		Bill Nelton,	Archivist
X		Lea Ann McGaugh,	Audit Committee
X		Mary Hanson,	Bylaws Committee
X		Betty Marshall,	Collection Development Committee & WHSLA
X		Jane Claytor,	Document Delivery Committee
X		Robin Mosher,	Education Committee & MACHIS
X		Leslie Behm,	Local Arrangements Committee & Publications Committee
	X	Mary Griswold,	Membership Committee
X		Martha Studaker,	Nominating Committee
	X	Lynda Baker,	Research Committee
X		Carole Gilbert	MDMLG
	X	Deb Jankowski,	M-MHSL
	X	Norma Powers,	NMHSLA
	X	Ken Nelson,	UPHSLA
X		Craig Mulder,	ad Hoc Committee on Technology for ILL and Document Delivery
	X	Marge Kars,	Long Range Planning Committee
	X	Ellen Marks,	GMR Representative

Guest: Mike Simmons

The meeting was called to order by Melba Moss at 10:07 a.m.

Approval of Minutes

The minutes were accepted with corrections. A corrected copy of the minutes will be submitted to the Archivist at the next Board meeting.

ARCHIVIST'S REPORT: No report.

TREASURER'S REPORT: Melba distributed the treasurer's report for the period January 16, 1996 through March 13, 1996. Deborah moved that the treasurer's report be accepted as presented, Leslie seconded, and the motion carried.

Committee Reports

BYLAWS COMMITTEE: Mary Hanson distributed new copies of the bylaws, which were last revised in 1994. There was some discussion on whether the Marketing Committee was ever actually made a standing committee; Mary could not find it in the minutes, and it was not voted on at an annual meeting.

***Action**: Bill will pull copies of the minutes from 1990-94 to restore the secretary's manual.

COLLECTION DEVELOPMENT: Betty announced two unique titles: Current Opinion in Neurology and Current Opinion in Rheumatology, held at Hackley. These titles are not listed in MISHULS. Also, Marquette is weeding and has given her a list of the titles/dates to be discarded. This information will be posted in the next MHSLSA newsletter.

CONFERENCE PLANNING: The committee is finalizing a CE on Right-sizing, which will be held in addition to the CE on Statistics. The special event will be a riverboat event with a blues band. The MSU breakfast will be held on Thursday before the business meeting. MACHIS will meet for lunch on Thursday, as an alternative to the lunch which will be provided to all others in attendance at the conference.

A mid-year program covering NLM updates will be held by Carole Gilbert on Thursday, June 20. The morning session will be offered to support staff; an afternoon session will be for professional staff. The location is to be announced.

DOCUMENT DELIVERY: This year's OCLC tapeload did not work correctly because some of the tapes that were used for MHSLSA's data were out of warranty. The holdings of thirty libraries were incorrectly recorded in OCLC because of this, and it may cost approximately half of what the original tapeload cost to reload the correct data. The holdings data for the thirty libraries reflect last year's holdings.

There is another problem in which requests go to libraries for old items which are no longer owned. This is a problem with Docline's inability to cope with the way incomplete holdings are recorded. Copies of these requests should go to GMRMLN, to keep them aware of the problem.

Betty made a motion to pay for the reloading of the bad holdings data for this year, Leslie seconded, and the motion carried.

***Action**: Jane will initiate the process to get this data reloaded.

MARKETING: Sandra received a request for \$500 from the Michigan State Medical Society to exhibit at the annual regional meeting in April.

Sandra recommended that the position of chair of this committee not be tied to the outgoing president. She suggests that the current president select someone suitable for the job, as all other committee chairs are selected. There was some discussion: possibly the idea behind tying the marketing chair to the past president position was to give the past president something specific to do. There was a question, however, on whether this position needs something to do, other than to provide history and continuity.

***Action**: Leslie and Mary Hanson will go through the bylaws and past minutes to clarify what was done to establish this committee as a standing committee, if anything, and report back on what is yet to be done.

MEMBERSHIP: A written report from Mary Griswold stated that memberships applications are still coming in,

and that a reminder will be sent out to those who have not renewed. The directory will be printed around the first of May.

PUBLICATIONS: Leslie reported that the spring issue of the newsletter will go out in April. Barbara Kormelink, who is still on the Document Delivery Committee, will submit ILL stats to include in this issue. The next issue will be published just prior to the September conference. Leslie asked that board members suggest items they would like to see in that issue.

NOMINATING: Martha reported that the committee has a partial slate. For president-elect, the candidates are Ken Nelson and possibly someone from the Detroit area. For treasurer the candidates are Mary Griswold and Deb Jankowski; and so far for the Nominating Committee, the candidates are Doris Blauet from ERHSLA, and Mike Simmons from M-MHSL. She solicited suggestions. A full slate will go out to the board with the minutes for this meeting.

RESEARCH: A survey was sent out for pilot testing; only six of the eleven test surveys were sent back, and few comments on the survey itself were received. The committee will meet again in early April. The committee is looking at changes in basic information about libraries, salaries, job title changes, etc. in order to provide support for librarians to use with their administrators in discussing necessary changes to keep up with the informational times.

AD HOC COMMITTEE FOR TECHNOLOGY AND DOCUMENT DELIVERY: Craig reported that he has had requests to offer a second round of Internet grant awards. There was some discussion on what the criteria for this round should be. It was suggested that criteria for funding priorities be written, and should include funding priorities for libraries to get initial Internet access, to improve access, and to provide access to the public. Laura moved that the second round of Internet access grants be offered, Jane seconded, and the motion carried.

***Action:** Craig will initiate the process of offering a second round of Internet grant funding.

***Action:** It was requested that a list of the institutions which were funded in the first round be listed in the upcoming newsletter, and that local phone numbers for the Internet also be published.

MLC is now offering group rates for Internet service: \$199/year for a group of 40 or more. The committee suggests that payment for this access be tied to payment of MHSLA institutional membership fee, then MHSLA would pay MLC in one lump sum for the group of 40 or more. There was some discussion on exactly how this process would work.

***Action:** Craig will investigate and report back at the meeting in May.

Craig distributed a list of questions on problems with document delivery, and solicited input from the board on these problems. His goal is to identify problems which might be addressed via technological means.

LONG RANGE PLANNING COMMITTEE: No report. It was noted that this committee had actually been dissolved at a prior meeting.

Local Groups:

ERHSLA: No report.

MDMLG: No report.

M-MHSL: Mike Simmons has been elected treasurer, Deb Jankowski continues as secretary. Local arrangements for the annual meeting in September are progressing.

NMHSLG: No report.

UPHSLA: No report.

WMHSLA: They will be meeting on March 29, 1996 to discuss the future of the Western Michigan group. Tom Van Dam's library is being eliminated. He has suggested that the library's collection be distributed among

local hospitals. Butterworth has moved into its new quarters and will hold an open house April 15.
MACHIS: No report.

OLD BUSINESS: Jane reported that the current ILL policy was written in 1983, and there is no time limit for turn-around time specified in it. Carole moved that the Document Delivery Committee revise the guidelines to bring them up to date and include guidelines on turn-around time. There was discussion on issuing a statement in the newsletter to remind institutions that they can choose not to loan to another institution which is responding so slowly. It was suggested that a member of the board talk to the staff at Sparrow about the problem. Melba pointed out that the board had decided at a previous meeting to allow individual institutions deal with the problem individually.

ANNOUNCEMENTS: Carole learned at a meeting of the MC-MLA that MHSLA qualifies for tax-exempt status, and that we can submit an application for tax-exempt status for our annual meeting in September.

*Action: Carole will give Chris the name of the person in MC-MLA who gave her this information.

Carole also announced that MC-MLA is sponsoring an award, 'Project Achievement,' to be awarded to a state or local library group or consortium for achievement over and above the normal business of the organization. \$500 will be awarded.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1:15 p.m.

MHSLA Internet Connections Grant Round 2

Overview

During this past winter, the Michigan Health Sciences Library Association (MHSLA) funded an Internet Connections Grant which provided up to \$500, on a one-time basis, to enable institutions and individuals to get connected to the Internet. MHSLA committed \$10,000 to the grant, but it was not all awarded. This second round will distribute the remaining amount.

The money can be used for any expense related to an Internet connection, such as the cost of a modem, the purchase of additional RAM, first-year's fees to an Internet service provider, one-year's fees for long distance calls, connection to a local area network, training, software and hardware upgrades, etc.

Objective

These grants will enable institutional and individual members of MHSLA to participate in the MHSLA discussion list and to investigate the value of the Internet in their everyday work. As more of the MHSLA membership get on the 'net, the organization will be able to explore using the Internet to facilitate document delivery and interlibrary loan.

Eligibility

All institutional and individual members of MHSLA are eligible for the grant. Awards will be made to institutions.

Review of submissions

The Ad-Hoc Committee for Technology in Document Delivery will comprise the review committee. The grants will be awarded based on the following criteria (these are given in priority order):

1. Libraries which do not currently have any connection to the Internet
2. Libraries in which the only connection to the Internet is via a personal account of one of the library staff.
3. Libraries which are connected to the Internet using an account paid for by the parent institution, but for which hardware or software expenditures are needed to more fully use the Internet (eg, 28.8 kbps modem or WWW software).

If needed, the committee will also look at when the application arrived, with priority given to those applications first received.

How to submit an application

Complete the application form on the reverse of this page and submit it by *May 17, 1996*.

Announcement date

Awards will be announced by *May 31, 1996*.

Application Form
for the MHSLA Internet Connections Grant

Name: _____

Library: _____

Institution: _____

(The following information is not needed if your information in the MHSLA directory is correct)

Address: _____

Phone: _____ **Fax:** _____

Request

(Describe what you are requesting, why it is needed, and the amount of money you are requesting. Use another page if necessary.)

Return Application by May 17, 1995 to:

Craig Mulder
Chair, Ad Hoc Committee on Technology for Document Delivery
Michigan State University
A217D East Fee
East Lansing, MI 48824-1316

Questions??? Call Marge Kars, Craig Mulder or Tom Van Dam if you have questions about how to complete the grant application or what you need to get connected to the Internet.

EXECUTIVE BOARD MEETING
TUESDAY, MAY 21, 1996
MICHIGAN ATHLETIC CLUB

AGENDA

- | | | |
|-------|---|-----------------|
| I. | Call to order | Melba Moss |
| II. | Approval of Minutes | Melba Moss |
| III. | Archivist's Report | Bill Nelton |
| IV. | Treasurer's Report | Chris Hunt |
| V. | Committee Reports | |
| | A. Standing Committees: | |
| | Audit | Lea Ann McGaugh |
| | Bylaws | Mary Hanson |
| | Collection Development | Betty Marshall |
| | Conference Planning | |
| | Education | Robin Mosher |
| | Local Arrangements | Leslie Behm |
| | Document Delivery | Jane Claytor |
| | Marketing | Sandra Swanson? |
| | Membership | Mary Griswold |
| | Nominating | Martha Studaker |
| | Publications | Leslie Behm |
| | Research | Lynda Baker |
| | B. Ad hoc Committees: | |
| | Technology for Doc. | Craig Mulder |
| | Delivery and ILL | |
| | Long Range Planning? | Marge Kars |
| VI. | Old Business | |
| | Status of OCLC tape reload | Jane Claytor |
| | ILL policy draft | Jane Claytor |
| | Status of Marketing Committee | Leslie, Mary |
| | Status of Long Range Planning Committee | |
| VII. | New Business? | |
| VIII. | Adjournment | Melba Moss |



MHSLA
EXECUTIVE BOARD MEETING
May 21, 1996 - Michigan Athletic Center

Affiliated Groups					
Eastern Regional Health Sciences Libraries Association	P	A			
Metropolitan Detroit Medical Library Group	X		Melba Moss,		President
Michigan Association of Consumer Health Information Specialists	X		Deborah Adams,		President Elect & Conference Planning Committee
Mid-Michigan Health Sciences Libraries		X	Sandra Swanson,		Immediate Past President & Marketing Committee
Northern Michigan Health Sciences Libraries Group	X		Laura Friesen-Lynn,		Secretary & ERHSLA
Upper Peninsula Health Sciences Libraries Consortium	X		Chris Hunt,		Treasurer
Western Michigan Health Sciences Libraries Association		X	Bill Nelton,		Archivist
	X		Lea Ann McGaugh,		Audit Committee
		X	Mary Hanson,		Bylaws Committee
	X		Betty Marshall,		Collection Development Committee & WMHSLA
		X	Jane Claytor,		Document Delivery Committee
	X		Robin Mosher,		Education Committee & MACHIS
		X	Leslie Behm,		Local Arrangements Committee & Publications Committee
	X		Mary Griswold,		Membership Committee
		X	Martha Studaker,		Nominating Committee
	X		Lynda Baker,		Research Committee
	X		Carole Gilbert		MDMLG
	X		Deb Jankowski,		M-MHSL
		X	Norma Powers,		NMHSLG
	X		Ken Nelson,		UPHSLA
		X	Craig Mulder,		ad Hoc Committee on Technology for ILL and Document Delivery
	X		Marge Kars,		Long Range Planning Committee
		X	Ellen Marks,		GMR Representative

Guest: Mike Simmons

The meeting was called to order by Melba Moss at 10:14 a.m.

Approval of Minutes

Deborah Adams moved to accept the minutes as written; Leslie Behm seconded. The motion carried.

ARCHIVIST'S REPORT: No report.

TREASURER'S REPORT: Chris distributed copies of the treasurer's report covering the period 3/14/96 through 5/16/96. Robin moved to accept the report as written, Leslie seconded, and the motion carried. Chris also reported that he received the information from the IRS which explains whether an organization is or can be tax exempt or not. We are currently classified as a 501C6, which is not tax-exempt (501C3 is the tax-exempt classification). There is a \$150 fee for re-applying for tax-exempt status. The board agreed at this time it would not be worthwhile to apply for tax-exempt status for MHSLA.

COMMITTEE REPORTS

BYLAWS COMMITTEE: Mary Hanson reported that she and Leslie have corrected all the typos and contradictory phrasing they found in the bylaws.

COLLECTION DEVELOPMENT: No report.

CONFERENCE PLANNING: Prices for the conference have been finalized: CE's will cost \$100 for members and \$115 for non-members. The conference inclusive price is \$175, for members only. The two-day price will be \$125 for members, \$140 for non-members. For one day, it will be \$70.00 for members and \$85.00 for non-members (this price does not include the special event on Thursday). Extra tickets for the special event will be \$50.00. Norma moved to approve these prices, and Chris seconded; the motion carried.

The registration form will include a clear explanation of MHSLA's policy that a conference registration is not to be shared by staff members at an institution.

Deborah Adams reported that the CE on right sizing, upon closer examination, was not what the Education Committee had thought it would be, so they have selected two half-day CE's to replace it. The titles of the half-day courses are 'Leadership and Life Designs' and 'Strategic Positioning'. Both of these courses were offered at MLA this year.

DOCUMENT DELIVERY: The OCLC tape reload which was discussed at the last board meeting is in process.

***Action:** A deadline of July 16 (the next board meeting date) was set for the Document Delivery Committee to draft an ILL policy which addresses the timeliness with which MHSLA members respond to ILL requests received on Docline. There is a document on ILL policy issued by GMR which can be used as a model for the MHSLA policy.

MEMBERSHIP: Mary Griswold has received 142 membership applications, and they are still coming in. She sent out 175 directories.

Deborah Adams suggested that lists of the committees and committee members be included in the directory.

***Action:** Mary will issue inserts for the directory which will include committee rosters.

PUBLICATIONS: Leslie reported that she will try to get another issue of the newsletter out during the summer, so articles should be submitted to her for that.

NOMINATING: The slate of candidates was distributed. Leslie moved to approve the slate; Deborah Adams seconded. The motion carried.

RESEARCH: The survey instrument for the project went out at the beginning of April, and the committee has gotten back 35 completed surveys. They will send another mailing soon, and then call recipients to encourage their participation. They need 10 to 15 more completed surveys for it to be useful. They will present preliminary findings at the MHSLA conference as a poster session.

AD HOC COMMITTEE FOR TECHNOLOGY AND DOCUMENT DELIVERY: Craig reported that the Internet

grant applications went out with the last newsletter, and that eight applications have come back in so far. The committee has called all the institutions at which they do not yet have Internet access to encourage them to apply.

Carole asked for clarification on the idea of tying the MLC Internet access group rate to institutional membership of MHSLA, which was discussed at the last board meeting. It was explained that this meant that those institutions that wanted to pay for Internet access through MHSLA would include the payment for that access with the payment of their institutional dues to MHSLA. MHSLA would then pass the payments on to MLA in one lump sum.

It was again suggested that MHSLA apply for an award being offered by MC-MLA called 'Project Achievement' for accomplishments over and above the normal business of the organization. The project to be submitted is the Internet Grants project of which the Ad hoc Committee for Technology and Document Delivery is now offering a second round.

LONG RANGE PLANNING COMMITTEE: No report. This committee has not been dissolved, as was previously suggested.

MARKETING COMMITTEE status: There was discussion on this committee's charge, which was ostensibly to promote libraries at meetings of other professional health care organizations in Michigan, and on whether we want to commit funding to support exhibits at these meetings. We need more information on the meetings to which it is appropriate for MHSLA to send representatives, how many there are, and what they cost. Designating the immediate past president to be the chair of this committee also needs to be examined. Carole moved that an ad hoc Marketing Committee be created to look at the feasibility of a committee like this, to report at the end of 1996/97. Leslie volunteered to chair the ad hoc committee. The plan will be for the ad hoc committee to actually attend other health care professional meetings on a trial basis. Marge suggested that MHSLA commit some funding to the ad hoc committee to support attendance at meetings. The motion carried.

Local Groups:

ERHSLA: Met informally on May 3 with Dave Kedde while he was in Lansing.

MDMLG: Jerry Stuenkle has taken a job at AUC, so Carole Gilbert has taken over as president-elect of MDMLG. They had a speaker on Health and Medicine in Art at a recent meeting.

MACHIS: Margaret Conners and Janette Ransom are the members of a new committee to create a database of consumer health information resources in Michigan, including those at public libraries, health agencies, etc.

M-MHSL: Will be meeting next week to further plan local arrangements for the conference in September.

NMHSLG: Met informally. Jill Van Buskirk is staying in her position at the Burns Clinic in Petoskey.

UPHSLA: No report.

WMHSLA: Will be sponsoring a half-day workshop on copyright at Blodgett on October 11. The presenter will be Ruth Dukelow from MLC; and the cost will be \$30-50. They have decided they will continue to hold CE courses independently of MHSLA.

NEW BUSINESS: Lynda Baker asked that the information about the scholarship for a library school student to attend the MHSLA educational conference be sent to her earlier. It usually comes in early September, which is usually too late for a student to plan to attend.

Deborah Adams announced that committee chairs who need help filling positions on their committees should feel free to call her; she will help find committee members.

Melba asked if she should attend the Michigan Hospital Association meeting in Traverse City, for which she received registration material. The board agreed that she is expected to attend.

ADJOURNMENT: Robin moved to adjourn; Norma seconded. The motion carried, and the meeting was adjourned at 12:10 p.m.

EXECUTIVE BOARD MEETING
TUESDAY, JULY 16, 1996
MICHIGAN ATHLETIC CLUB

AGENDA

- | | | |
|-------|-------------------------|--------------------|
| I. | Call to order | Melba Moss |
| II. | Approval of Minutes | Melba Moss |
| III. | Archivist's Report | Bill Nelton |
| IV. | Treasurer's Report | Chris Hunt |
| V. | Committee Reports | |
| | A. Standing Committees: | |
| | Audit | Lea Ann
McGaugh |
| | Bylaws | Mary Hanson |
| | Collection Development | Betty Marshall |
| | Conference Planning | |
| | Education | Robin Mosher |
| | Local Arrangements | Leslie Behm |
| | Document Delivery | Jane Claytor |
| | Marketing | Leslie Behm |
| | Membership | Mary Griswold |
| | Nominating | Martha
Studaker |
| | Publications | Leslie Behm |
| | Research | Lynda Baker |
| | B. Ad hoc Committees: | |
| | Technology for Doc. | Craig Mulder |
| | Delivery and ILL | |
| | Long Range Planning | Marge Kars |
| VI. | Regional Group Reports | |
| VII. | Old Business | |
| | ILL policy draft | Jane Claytor |
| VIII. | New Business? | |
| IX. | Adjournment | Melba Moss |

MHS
LA
EXECUTIVE BOARD MEETING
JULY 16, 1996 - Michigan Athletic Center

P	A		
X		Melba Moss,	President
X		Deborah Adams,	President Elect & Conference Planning Committee
	X	Sandra Swanson,	Immediate Past President & Marketing Committee
X		Laura Friesen-Lynn,	Secretary & ERHSLA
	X	Chris Hunt,	Treasurer
X		Bill Nelson,	Archivist
X		Lea Ann McGaugh,	Audit Committee
	X	Mary Hanson,	Bylaws Committee
	X	Betty Marshall,	Collection Development Committee & WMHSLA
X		Jane Claytor,	Document Delivery Committee
X		Robin Mosher,	Education Committee & MACHIS
X		Leslie Behm,	Local Arrangements Committee & Publications Committee
	X	Mary Griswold,	Membership Committee
	X	Martha Studaker,	Nominating Committee
X		Lynda Baker,	Research Committee
X		Alexia Estabrook	MDMLG
X		Deb Jankowski,	M-MHSL
	X	Norma Powers,	NMHSLA
	X	Ken Nelson,	UPHSLA
X		Craig Mulder,	ad Hoc Committee on Technology for ILL and Document Delivery
	X	Marge Kars,	Long Range Planning Committee
	X	Ellen Marks,	GMR Representative

Guest: Mike Simmons

The meeting was called to order by Melba Moss at 10:10 a.m.

Approval of Minutes

The minutes were accepted with corrections. A corrected copy of the minutes will be submitted to the Archivist at the next Board meeting.

ARCHIVIST'S REPORT: Bill Nelson will be resigning as Archivist because he will no longer be working in the Department of Health. He will serve as Archivist until we can find a replacement.

TREASURER'S REPORT: Melba distributed the treasurer's report for the period May 17 through July 10, 1996.

COMMITTEE REPORTS

AUDIT COMMITTEE: The Audit Committee's report will be ready for the fall meeting at the conference.

CONFERENCE PLANNING: August 15 is the deadline for registering for the conference. There will not be an extra fee added for late registration. The committee feels that what is important is that they get an accurate count of the number of attendees, and that it is okay if the fees are received later.

The MSU breakfast/meeting will be held Thursday morning as planned, but there will also be a breakfast buffet for anyone not attending the MSU meeting.

Eight vendors will be attending the conference. All applications for CE credit have been submitted. Jane has a possible sponsor for the tote bags.

The midyear programs on Medline updates were well-received.

DOCUMENT DELIVERY: Jane brought a copy of the ILL protocols issued by the Greater Midwest Region, on which we can base our own policies. Turn-around time is not spelled out in this document; rather, it just indicates that turn-around time should be 'prompt.' There was some discussion on what 'promptness' means, and that it very much depends on the situation: one-person libraries cannot always respond to a request in 24 hours, and at MSU, where there are many branch libraries, staff also may need more than a day to respond. The board agreed that guidelines on what 'promptly' means should be included in our ILL protocols. Jane will draft time guidelines to be included in MHSLA's ILL policy and fax to the board members before the next meeting. It was suggested that we put an article in the newsletter reminding MHSLA members not to indicate on Docline that an ILL has been filled until it actually is filled, and possibly suggesting ways of dealing with ILL problems being experienced with other institutions.

The new OCLC tapes are to be pulled in August, so new holdings must be input in the next two weeks.

Jane requested information on all the hospitals that have merged to be included in a directory she is compiling of institutions whose holdings are not listed in MISHULS, but who appear in the MISHULS directory as a location.

Deborah Adams received, in one month, an inch-high stack of ILLs for holdings outside the dates that her library owns. Jane suggested that this type of problem may be fixed by the reload.

ACTION: We need to consistently report these problems to GMR, because it is their business to take care of problems like those.

MARKETING COMMITTEE: We will have an outline of the plan for this committee ready for the next meeting.

NOMINATING COMMITTEE: Melba read a written report submitted by Martha Studaker, Nominating Committee Chair.

PUBLICATIONS COMMITTEE: Leslie hopes to get one more issue of the newsletter out before the conference. Melba commended Leslie on the fine job she did as Publications chair this year, issuing twice as many newsletters as the previous year.

RESEARCH COMMITTEE: The committee plans to meet next week. There was a 63% return rate on the survey, and at a glance they show that most of those responding have an MLS, and have had staff reductions in the recent past.

AD HOC COMMITTEE ON TECHNOLOGY FOR DOCUMENT DELIVERY AND ILL: Craig reported that the committee received eight applications for Internet connectivity grant money, and all eight were funded, because the total requested fell within the dollar limit approved for this purpose last year. Five of the grants have come back with specific funding requests. A report on this project will go into the next newsletter.

Craig brought a draft document describing an arrangement whereby MLC will provide us with Internet access accounts at \$199 per account per year if we guarantee 40 subscribers. We would have to do the financial accounting, and provide them with one check for all 40 accounts. Any institution which already had an Internet subscription through MLC would be given a rebate for the difference between the amount they paid and the \$199 rate, prorated to the end of their subscription year. There was some discussion on whether there are any benefits to using MLC over any other Internet provider (they provide Web space at no extra charge; their server is generally available, that is, not much downtime; they provide training (for a fee). It was suggested that we ask MLC to do the accounting, that they can work from our membership list, just as they have other vendors work from their membership list. It seems that their work will involve some individual accounting anyway, to keep track of the individual Internet accounts.

It was proposed that we guarantee 40 subscriptions without polling our membership, and that if we ended up having to pay for a few subscriptions out of the MHS LA treasury, we could offer

them to institutions which are not able to afford paying for Internet access at this time. Melba suggested that we provide a form to poll members at the conference, though, to get an idea of how many would be interested in this opportunity.

Jane Claytor moved that we propose to MLC that they provide us with 40 accounts (including existing MHSLA members who have already paid for accounts) which we will guarantee to use in some way, and MLC will do the financial accounting and provide MHSLA membership with a list of advantages to using them as an Internet provider over any other provider. The motion was seconded by Debbie Jankowski, and carried.

LONG RANGE PLANNING COMMITTEE: No report.

REGIONAL GROUP REPORTS

ERHSLA: Partial membership took part in a networking meeting in June.

WMHSLA: No report.

MDMLG: Alexia Estabrook will be the MDMLG representative from now on in place of Carole Gilbert. Internet classes which will be offered by MDMLG this year are being planned. Local arrangements for the 1997 conference at the Dearborn Inn are in the works. The conference will be held mid-September again, to avoid overlapping the MC-MLA conference.

M-MHSL: Will meet August 14 to finalize local arrangements for the conference.

NMHSLA: No report.

UPHSLA: No report.

MACHIS: Margaret Connors, who was to chair the MACHIS luncheon at the conference, has taken a new position in Oregon, so Janette Ransom will probably chair the luncheon.

NEW BUSINESS

Melba proposes that at the board dinner at the conference that the former chairs and officers sit next to the corresponding incoming chairs and officers so that information can be shared and problems discussed. We will not have reports as they are given at the annual business meeting. New board members will be presented, and new business or anything else that needs a board decision will be discussed.

ANNOUNCEMENTS

Committee reports, printed on letterhead, are due to Leslie by August 15.

Debbie Adams invited all committee chairs to continue as chair or a member of the committee on which they were serving.

MLA honored Michelle Klein as Hospital Librarian of the Year. Also, the article written by several Detroit-area librarians on the effect Medline searching has on cost and length of hospital stays was given the Elliott prize. These awards will be announced in the upcoming newsletter.

There being no further business, the meeting was adjourned at 11:45 a.m.

Memorandum

DATE: July 16, 1996
TO: MHSLA Board
FROM: Craig Mulder and the ad hoc committee on
technology for document delivery
RE: Internet Accounts via Michigan Library
Consortium

I have talked with Randy Dykhuis about group rates for Internet accounts from the MLC for MHSLA members. I drafted the following memorandum of understanding and discussed it with Randy. If the Board approves this venture I will send the memorandum to Randy to be signed by him and the MHSLA Prez.

Draft of Memorandum of Understanding between the Michigan Health Sciences Libraries Association and the Michigan Library Consortium Agreement for the Provision of Internet Accounts

The Michigan Health Sciences Libraries Association will sell Internet services accounts from the Michigan Library Consortium to its members and member institutions for the cost of \$199 per year. Once an agreement is reached between MLC and MHSLA, accounts will be available immediately and will be effective through December 31, 1997. After the first year, accounts will be issued on a calendar year basis.

An individual's institution must be a member of MLC in order for the individual to obtain a MLC Internet account.

MHSLA members who currently have Internet accounts with MLC will have the remaining portion of their fee applied to the new fee.

The fees for Internet services will be received by the MHSLA treasurer, and then sent to MLC.

The MLC Internet accounts will provide adequate disk space for electronic mail and 1 megabyte of disk space for web pages. Costs for additional disk space will be \$5/month for 5 megabytes.

Users of MLC Internet accounts must abide by the acceptable use policies of MLC.

The fee for 1998 will be renegotiated in the fall of 1997 between MLC and the MHSLA board.

The cost of an account for less than a year will be determined by the number of full months remaining in the year, times \$17.00.

MLC will provide user support for holders of MLC Internet accounts with a toll-free number during business hours, and via email.

If MHSLA members do not account for more than 40 Internet accounts, MHSLA will cover the difference between the number of accounts sold and the following rates:

1-20 accounts	\$229
21-30 accounts	\$219
31-40 accounts	\$209

Procedures within MHSLA

MHSLA members will be able to purchase MLC Internet accounts at the MHSLA rate of \$199 per year (for 1997). Institutional members of MHSLA will be able to purchase accounts for members of their organization. Accounts will be purchased as part of the MHSLA membership form, or they can be purchased directly from the MHSLA treasurer.

The MHSLA membership form will have a section for requesting MLC Internet accounts. Material explaining the MLC account will accompany the membership application.

DRAFT of Initial Registration Form

At least how the costs will be figured out.

Switching Current MLC Accounts to MHSLA Accounts

Current MLC Accounts		_____
End date for MLC Accounts	_____	
Amount to be rebated from MLC for each account (no. of months/12 x annual fee)	_____	
Total Amount of Rebate (no. of accounts x rebate amount)		_____
No of Accounts wanted		_____
Start date for Internet Accounts	_____	
Fee per account (no. of months to December 1997/12 x \$199)	_____	
Total Fees (no. of accounts x fee per account)		_____
Amount Owed MHSLA Treasurer (total fees - total amount of rebate)		_____

New Internet Accounts

No of Accounts wanted		_____
Start date for Internet Accounts	_____	
Fee per account (no. of months to December 1997/12 x \$199)	_____	
Total Fees (no. of accounts x fee per account)		_____



Michigan Health Sciences Libraries Association

Affiliated Groups

Eastern Regional Health
Sciences Libraries
Association

Metropolitan Detroit
Medical Library Group

Michigan Association
of Consumer Health
Information Specialists

Mid-Michigan Health
Sciences Libraries

Northern Michigan Health
Sciences Libraries Group

Upper Peninsula Health
Sciences Libraries
Consortium

Western Michigan Health
Sciences Libraries
Association

**EXECUTIVE BOARD MEETING
WEDNESDAY, SEPTEMBER 11, 1996
EAST LANSING MARRIOTT
AGENDA**

1. Call to order
2. Minutes approval
3. Election results
4. New business
5. Other discussion
6. Adjournment

Please sit with the officer/committee chair whom you are preceding/succeeding.
Thank you.



Michigan Health Sciences Libraries Association

MHSLSA EXECUTIVE BOARD MEETING

AGENDA 1996/97

Affiliated Groups

Eastern Regional Health Sciences Libraries Association

Metropolitan Detroit Medical Library Group

Michigan Association of Consumer Health Information Specialists

Mid-Michigan Health Sciences Libraries

Northern Michigan Health Sciences Libraries Group

Upper Peninsula Health Sciences Libraries Consortium

Western Michigan Health Sciences Libraries Association

1. Call to order

Deborah Adams

2. Approval of Minutes

Laura Friesen-Lynn

3. Archivist's Report

Rosemary Whelan

4. Treasurer's Report

Mary Griswold

5. Committee Reports

Standing Committees

Audit

Lea Ann McGaugh

Bylaws

Mary Hanson

Collection Development

Betty Marshall

Conference Planning

Ken Nelson

Education

Stephanie John

Local Arrangements

Joan Emahiser

Diana O'Keefe

Document Delivery

Jane Clayton

Membership

Mike Simmons

Nominating

Doris Blauet

Publications

Leslie Behm

Research

Lynda Baker

Ad Hoc Committees

Technology

Craig Mulder

Marketing

Leslie Behm

6. Regional Group Reports

ERHSLSA

Laura Friesen-Lynn

MDMLG

Alexia Estabrook

MACHIS

Robin Mosher

MMHSL

Deborah Jankowski

NMHSLG

Norma Powers

UPHSLC

Ken Nelson

WMHSLA

Betty Marshall

GMR Regional Council

Craig Mulder

7. Old Business

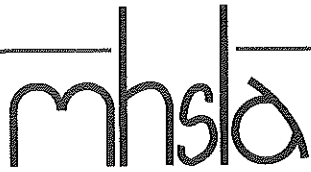
Long Range Plan review

Deborah Adams

8. New Business

9. Adjournment

Deborah Adams



MHSLSA
EXECUTIVE BOARD MEETING
September 11, 1996
East Lansing Marriott

Affiliated Groups	P	A		
Eastern Regional Health Sciences Libraries Association		X		
Metropolitan Detroit Medical Library Group	X		Melba Moss,	President
Michigan Association of Consumer Health Information Specialists	X		Deborah Adams,	President Elect & Conference Planning Committee
Mid-Michigan Health Sciences Libraries		X	Sandra Swanson,	Immediate Past President & Marketing Committee
Northern Michigan Health Sciences Libraries Group	X		Laura Friesen-Lynn,	Secretary & ERHSLA
Upper Peninsula Health Sciences Libraries Consortium		X	Chris Hunt,	Treasurer
Western Michigan Health Sciences Libraries Association	X	X	Bill Nelson,	Archivist
	X		Lea Ann McGaugh,	Audit Committee
	X		Mary Hanson,	Bylaws Committee
	X		Betty Marshall,	Collection Development Committee & WMHSLA
	X		Jane Claytor,	Document Delivery Committee
	X		Robin Mosher,	Education Committee & MACHIS
	X		Leslie Behm,	Local Arrangements Committee & Publications Committee
	X	X	Mary Griswold,	Membership Committee
		X	Martha Studaker,	Nominating Committee
		X	Lynda Baker,	Research Committee
	X		Alexia Estabrook	MDMLG
	X		Debbie Jankowski,	M-MHSL
	X		Norma Powers,	NMHSLA
	X		Ken Nelson,	UPHSLA
	X		Craig Mulder,	ad Hoc Committee on Technology for ILL and Document Delivery
	X		Marge Kars,	Long Range Planning Committee
		X	Ellen Marks,	GMR Representative

Guests: Joan Emahiser, Lisa Jacob, Stephanie John, Ken Nelson, Mike Simmons, Rosemary Whelan, Cara L. Wilhelm.

The meeting was called to order by Melba Moss at 7:40 p.m.

Approval of Minutes

Betty Marshall moved to approve the minutes of the July 16 meeting as written, Robin Mosher seconded and the motion carried.

Introductions and Announcements

Lisa Jacobs and Cara Wilhelm from the Greater Midwest Region were introduced. The results of the election were announced: Ken Nelson has been elected to the position of president-elect and Doris Blauet was elected Chair of the Nominating Committee with Mike Simmons and Maureen Watson as committee members for 1996/97. Rosemary Whelan will serve as the new Archivist, and Mike Simmons has taken over as chair of the Membership Committee.

The Ad Hoc Committee on Technology for Document Delivery and ILL has been given a new name; it is now the Committee on Technology. Betty suggested that it be made a permanent committee, as it has been three years since it was created. No action was taken.

Old Business

There was some discussion on the reduction in quality of binding now done by Binding Unlimited. There are other choices (Doris Asher uses Heckman in northern Indiana). Taking some action (for example, drafting a petition of specific complaints to be signed by all institutions in our organization that want to participate) as an organization was discussed. No action was taken.

Norma Powers brought up the fact that there are members of MHSLA who only log on to Docline once or twice a week, causing problems for potential borrowing libraries. She suggested that information be put in the MHSLA directory, so that other members can edit their cell table accordingly. Lisa Jacobs of the Greater Midwest Region said that participation in Docline specifically entails a commitment to logging on at least Monday, Wednesday and Friday, and also getting back on within 24 hours to respond to loan requests received. The guidelines do not allow for less frequent participation than this. These guidelines appear in the Docline manual. Jane Claytor suggested that she submit an article on this for the next MHSLA newsletter. Lea Ann McGaugh suggested that as an expedient and practical measure, if you know your ability to participate in Docline has changed, you should make that information clear via the MHSLA newsletter so that other institutions can remove your institution from their cell table. Institutions that are Docline members should also be encouraged to use Docline as opposed to other methods of ILL, like faxing with requests to forward. Institutions that object to this type of request should simply fax the request back stating that they will not forward a non-Docline request.

Lisa said there are sometimes problems with getting onto Docline in the first place, which may be the reason for the fax requests. She suggests going in as a Loansome Doc borrower, or use a 'buddy' system with another library, taking turns logging on.

It was suggested that if the reason a library can no longer participate in inter-library loaning is that they have downsized, maybe other institutions should not supply their information needs, as a way of making a statement on the impossibility of running a library without a staff.

The GMR staff generally agreed that the addition of the statement 'A turn-around time for document delivery of two working days is recommended' to the MHSLA Interlibrary Loan Manual was appropriate. Betty made a motion to add this statement to MHSLA's ILL policy. Norma seconded, and the motion carried.

New Business

Lisa Jacobs explained that the GMR needs each state in the region to appoint a State Council representative. For GMR's purposes, it needs to be a librarian from a primary access library (i.e. a hospital library) with good technical experience. MHSLA's bylaws outline how the State Council rep is selected in Michigan. Craig Mulder has been selected from Michigan though he is not a hospital librarian, because of his technical expertise and frequent communication with many hospital librarians.

Joan Emahiser reported that the Local Arrangements Committee for the 1997 Educational Conference met once and will meet again in October at the Dearborn Inn, where the conference will be held. The special event being planned is a horse-drawn carriage ride in Greenfield Village, with cocktails and dinner at the Eagle Tavern in the village.

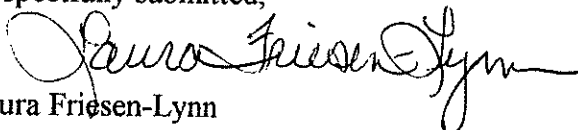
It was noted that traditionally the Executive Board holds its first meeting at the hotel at which the next Educational Conference will be held. Given that we do not traditionally disapprove of the location selected for the next conference, we will forego meeting at the conference hotel this year, in favor of the more centrally located Michigan Athletic Center in East Lansing.

Betty announced a workshop sponsored by WMHSLA on copyright, aimed at health science librarians and to include information about Internet copyright guidelines, to be held on October 11 in Grand Rapids.

Melba thanked the board for a good and educational year.

Betty moved and Ken Nelson seconded that the meeting be adjourned, and the motion carried.

Respectfully submitted,


Laura Friesen-Lynn



MHSLSA
 EXECUTIVE BOARD MEETING
 December 3, 1996
 Michigan Athletic Club

Affiliated Groups	P	A		
Eastern Regional Health Sciences Libraries Association	<u>P</u>	A		
Metropolitan Detroit Medical Library Group	X		Deborah Adams,	President
Michigan Association of Consumer Health Information Specialists	X		Ken Nelson,	President Elect, Conference Planning, UPHSLA
Mid-Michigan Health Sciences Libraries	X		Meiba Moss,	Immediate Past President
Northern Michigan Health Sciences Libraries Group	X		Laura Friesen-Lynn,	Secretary
Upper Peninsula Health Sciences Libraries Consortium	X	X	Mary Griswald,	Treasurer
Western Michigan Health Sciences Libraries Association	X		Rosemary Whelan,	Archivist
	X		Lea Ann McCaugh,	Audit Committee
	X	X	Mary Hanson,	Bylaws Committee
	X		Betty Marshall,	Collection Development Committee & WMHSLA
	X		Jane Clayton,	Document Delivery Committee
	X		Stephanie John,	Education Committee
	X		Joan Ewahniser,	Local Arrangements Co- chair
	X		Diane O'Keefe,	Local Arrangements Co- chair
	X		Diane Hummel,	MACHIS
	X		Mike Simmons,	Membership Committee
	X		Doris Blauet,	Nominating Committee
	X		Leslie Behm,	Publications, Marketing Committees
		X	Lynda Baker,	Research Committee
	X		Alexia Estabrook,	MDMLG
	X		Debbie Jankowski,	M-MHSL
		X	Norma Powers,	NMHSLSA
		X	Craig Mulder,	ad Hoc Committee on Technology for ILL and Document Delivery

X	Marge Kars,	Long Range Planning Committee
X	Ellen Marks,	GMR Representative

Guests: Judy Barnes (for Craig Mulder, Technology Committee), Robin Mosher

The meeting was called to order by Debbie Adams at 10:40 a.m.

Announcements

Debbie Adams reported that she had sent a thank-you letter to Dr. Teitelbaum for his participation in the 1996 Educational Conference.

Mary Griswald will not be able to continue in her position as treasurer because her position at Bronson has been eliminated. Doris Blauet moved, and Ken Nelson seconded that Debbie Jankowski, as second highest vote-getter in the last election for treasurer, take the position of treasurer for the rest of this year. When a quorum of members were present at the meeting, this motion carried.

Approval of Minutes

The minutes of the September 11 meeting were approved as written.

Archivist Report

Rosemary Whelan reported that Bill Nelton has been preparing to turn the archives over to her. She will meet with him on December 16.

Audit Committee

Lea Ann will meet with Debbie Jankowski to do the audit after the treasurer's records have been received from Chris Hunt.

Conference Planning Committee

Ken reported that he is waiting for a final contract with the Dearborn Inn, the hotel at which the next conference will be held.

Education Committee

Stephanie John reported that Sandra Martin has been paid for the Medline workshop she facilitated in June. Ideas being discussed for educational programs this year are: Dancing with Change, a teleconference produced by DuPage and IAC; Body, Mind and Soul, a program dealing with stresses of library technical assistants; a consumer health presentation with Metta Lansdale from the Michigan Electronic Library; a Windows 95 class; SLA's 'Getting Out of the Box', a teleconference; a workshop on the latest tools for Internet effectiveness; and a virtual journal seminar, on the pros and cons of purchasing journals on CD-ROM, rather than in print.

Leslie distributed copies of a compilation of the evaluations from the 1996 conference, so board members could see program suggestions made by other MHS LA members.

There was discussion on the conference pricing and MHSLA's financial standing. It was suggested that we make the conference price more realistic (i.e. raise the price for members, as the association has been subsidizing the cost of the conferences for the past few years), and perhaps not charge for attendance at teleconferences. It was also suggested that we more assertively pursue vendor donations for the conferences.

Document Delivery Committee

Jane Clayton asks that orders for the MISHULS be sent directly to her by name. She has ordered 60 print copies this year.

Membership Committee

Mike Simmons reported that he converted the membership list to a different database management system. He requested that we let him ^{know} of anyone who may want to know about MHSLA who currently doesn't. There was discussion on MACHIS, and how it should appear on the membership application. It should be made clear that there is no additional charge for MACHIS committee membership, though we should establish a membership fee for anyone who wants to join MACHIS but is not a member of MHSLA. The questions asked about consumer health libraries on the membership form are to provide information for the MHSLA directory.

Nominating Committee

Doris reported that this committee has not yet met.

Publications Committee

The first issue of the newsletter has gone out. The deadline for the next issue is January 20, 1997. There was discussion on the MHSLA web page, the responsibility for which is now with this committee. The board agreed that MHSLA newsletters, membership directory, board decisions and meeting minutes should be available on the page. The most current two newsletters, the directory and the minutes should be passworded for members only. The URL for the web page is www.lib.msu.edu/mhsla.

In response to a question from Debbie Adams about smaller libraries having web page space on MSU's server, Mike said that yes, this was possible.

Research Committee

This committee is working on the final report of the project regarding the changing roles and salaries of librarians. The members are to have their portions of the report in to Lynda Baker by January 10, and the committee will meet on January 20.

Technology Committee

This committee is currently wrapping up the details of the Internet access grants. There was discussion on whether making this committee a standing committee required a change in bylaws and thus a vote at the annual business meeting. An official charge has not yet been put together for this committee.

Marketing Committee

In February, Leslie Behm will contact other associations to assess the feasibility of MHSLA exhibiting at

other conferences. Debbie Adams has signed an MOU with the Michigan Health and Hospital Association as an associate of that organization.

Group Reports

ERHSLA: Will meet December 12 for lunch and to exchange local update information.

MACHIS: Robin discussed the plan to put together a consumer health directory for Michigan. There was discussion on the MACHIS meeting held at the conference in September, where many good ideas were brought forth. On April 18 there will be a MACHIS meeting and conference on consumer health on the Web in Lansing.

MDMLG: Michigan Information Network presented at MDMLG's November 19 meeting on linking the entire state of Michigan. Will meet in February at Providence; the librarian of Michigan, George Needham will attend. They are sponsoring a CE on copyright for electronic formats in April. They are working on putting up an MDMLG web site. They are also producing a video on medical librarianship as a career to show at high school career day fairs.

WMHSLA: Sponsored a well-received and well-attended CE course on copyright law for the health science librarian on October 11. Ruth Dukelow from MLC was the presenter. They held elections for officers: Sandra Swanson is president elect, and Brian Simmons is secretary. They are jointly hosting the 1999 MHSMA/Midwest Chapter, MLA conference. Betty Marshall, Sandy Swanson and Rose Ray are the executive committee for this project. It is a four-day conference at the Amway Grand in Grand Rapids in October, 1999. They would like to request educational assistance from members of MHSMA.

M-MHSL: Held a meeting November 12 for conference wrap-up. They are in the process of electing new officers: Leslie is running for president and Tracy Texter is running for secretary. Mike Simmons and Leslie presented a special session of their 'Basics of the Web' training for this group at their November meeting.

NMHSLA: Will be using REMEC (Rural Emergency Medical ^{Education Consortium} Electronic Communication) as a way to virtually meet.

UPHSLA: All hospitals in the upper peninsula except Escanaba will soon be networked as the UP Health Care Network, and Health Source, Health Star and Medline will all be available on that network.

Old Business

Strategic Plan: A copy of the 1990-93 strategic plan for MHSMA was distributed. There was discussion on the goal of getting 90% of the MHSMA membership to attend conferences, and whether that was unrealistic. It was decided to change the 90% to over 50%. Debbie Adams asked that all board members submit suggested changes in the strategic plan to her before the next board meeting. We will also post information about the strategic plan in the newsletter and on the web page. In the future, we will look at the strategic plan every year and make adjustments in it so it is a dynamic document, more reflective of our current activities and direction.

Directory photos: the photos that were taken of all members at the 1994 conference in Frankenmuth

cannot be located. Judy Barnes suggested that an official photographer be designated. It was noted that the archivist is the designated photographer, and that MHSLA should buy a small 35 mm camera for her. Rosemary will submit a budget for the next meeting.

New Business

Leslie suggested that certificate preparation be made part of the Publications Committee's responsibility because it is printed matter. Debbie Adams formally charged the committee with this responsibility.

There being no further business, the meeting was adjourned at 1:27.

Respectfully submitted,

Laura Friesen-Lynn

Report of the MHSLA Membership Committee for the December 3, 1996 Board Meeting

The following has been or will be accomplished by the Committee.

At the moment the Committee is comprised of Michael Simmons, (Chair), Leslie Behm and John Coffey.

1. The MHSLA membership database was converted from UltraPlus (Nutshell) software to MicroSoft Access. **accomplished**
2. MISHULS information has been updated and corrected. Thanks Leslie! **accomplished**
3. 1997 Membership renewal / new member forms will be sent out before the end of 1996.
4. A set of labels have been printed for Alexia Estabrook. **accomplished**

Special Note:

Current members should notify a Membership Committee member if they know of someone or someplace (health sciences library) that is not aware of MHSLA.

Respectfully submitted,



Michael Simmons
December 3, 1996.