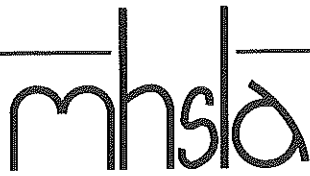


Michigan Health Sciences Libraries Association

MHSLA
 EXECUTIVE BOARD MEETING
 January 20, 1998
 Michigan Athletic Club

Affiliated Groups	<u>P</u>	<u>A</u>		
Eastern Regional Health Sciences Libraries Association	X		Ken Nelson	President; UPHSLC
Metropolitan Detroit Medical Library Group	X		Diane Hummel	President Elect; Conference Planning
Michigan Association of Consumer Health Information Specialists		X	Deborah Adams	Immediate Past President
Mid-Michigan Health Sciences Libraries	X		Jennifer Barlow	Secretary
Northern Michigan Health Sciences Libraries Group		X	Rosemary Whelan	Archivist
Upper Peninsula Health Sciences Libraries Consortium	X		Debbie Jankowski	Treasurer
Western Michigan Health Sciences Libraries Association		X	Lea Ann McGaugh	Audit Committee; Research Committee
	X		Mary Hanson	Bylaws Committee
		X	Betty Marshall	Collection Development Committee; WMHSLA
		X	Mary Jo Wyels	Collection Development Committee
	X		Jane Claytor	Document Delivery Committee
		X	Alexander Lyubechansky	Education Committee
	X		Sandy Swanson	Education Committee
		X	Bonnie Swegles	Local Arrangements Committee
	X		Mike Simmons	Membership Committee
	X		John Coffey	Nominating Committee; M-MHSL
	X		Leslie Behm	Publications Committee; Marketing Committee
		X	Leona Williams	Research Committee
	X		Laura Friesen-Lynn	Technology Committee
	X		Doris Blauet	ERHSLA
	X		Joan Emahiser	MDMLG
		X	Marge Kars	MACHIS
		X	Norma Powers	NMHSLG
		X	Stephanie John	GMR Regional Council



Michigan Health Sciences Libraries Association

MHSLSA
 EXECUTIVE BOARD MEETING
 January 20, 1998
 10:00 a.m.
 Michigan Athletic Center

AGENDA

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 | Ken Nelson |
| 2. Approval of Minutes | Jennifer Barlow |
| 3. Archivist's Report | Rosemary Whelan |
| 4. Treasurer's Report | Debbie Jankowski |
| 5. Committee Reports | |
| Standing Committees | |
| Audit | Lea Ann McGaugh |
| Bylaws | Mary Hanson |
| Collection Development | Betty Marshall |
| | Mary Jo Wyels |
| | Diane Hummel |
| | Alexander Lyubechansky |
| | Sandy Swanson |
| | Bonnie Swegles |
| | Jane Claytor |
| | Mike Simmons |
| | John Coffey |
| | Leslie Behm |
| | Leona Williams |
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| Conference Planning | |
| Education | |
| | |
| Local Arrangements | |
| Document Delivery | |
| Membership | |
| Nominating | |
| Publications | |
| Research | |
| | |
| Technology | |
| 6. Regional Group Reports | |
| ERHSLA | Doris Blauet |
| MDMLG | Alexia Estabrook |
| | Joan Emahiser |
| MACHIS | Marge Kars |
| M-MHSL | John Coffey |
| NMHSLG | Norma Powers |
| UPHSLC | Ken Nelson |
| WMHSLA | Betty Marshall |
| GMR Regional Council | Stephanie John |
| 7. Old Business | |
| 8. New Business | |
| 9. Adjournment | Ken Nelson |

Call to Order

The meeting was called to order at 10:12 a.m.

Approval of Minutes

The following correction was made to the minutes of our November 17, 1997 meeting: page four, in the Research Committee report, second sentence should read "They are now working on compiling the results of their survey on climate changes in *hospital* librarianship." The minutes were approved as corrected.

Archivist's Report

No report at this time.

Treasurer's Report

Debbie Jankowski distributed an overview of MHSLA finances for the period 10/8/97 - 12/15/97. Our bank balance stands at \$28,079.77. In addition, Debbie has just received checks for annual membership dues and for MISHULS sales which will bring that total up by several thousand. The treasurer's report was approved as submitted.

Audit Committee

No action since our last Board meeting.

Bylaws Committee

Mary Hanson has submitted a revised copy of the bylaws, incorporating approved changes, to Leslie Behm to be posted in the public area of our Web site.

Collection Development Committee

Betty Marshall sent word that she will be reviewing the new edition of MISHULS for unique holdings and will create a revised list. The most recent list of unique holdings, culled from last year's MISHULS, has been mounted on our Web site in the members-only area. Some formatting problems still need to be resolved, but at least it is there.

Conference Planning Committee/Education Committee

Diane Hummel reported that the Local Arrangements Committee has finalized arrangements with the Thomas Edison Inn in Port Huron. Diane and Sandy Swanson presented the proposed conference schedule, drafted by the Education Committee. Topics to be spotlighted this year are Alternative Medicine, Technology, and Knowledge Management.

Continuing education classes will be offered on Wednesday; we also plan to offer MLA CE credit for the breakout sessions on Thursday and Friday. We need to be sure to schedule adequate time for these sessions so they will meet

MLA criteria for continuing education. If we select MLA speakers we may have more flexibility regarding program length.

Proposed keynote speakers are Mr. and Mrs. Root-Bernstein, who have written a book investigating the science of alternative medicine. He is a professor of physiology (and a regular library user!) at Michigan State University and is known for his controversial theories on AIDS transmission.

For Wednesday's CE classes, option one will either be an SLA Knowledge Management course presented by Dysart and Jones, or Ellen Detlefsen on Information Management for Integrated Healthcare. Option two will be a course on alternative medicine, perhaps taught by Bonnie Snow.

The Board discussed the classes proposed for Thursday afternoon. Joe Mika's Leadership Academy has received mixed reviews, but there seems to be enough interest in it to justify continuing the series. The other class will be on an Internet topic; possibilities include "Teaching the Internet in 50 minutes" or "Making the most of your web site" (instructor yet to be determined).

Friday afternoon sessions are still up in the air. There is usually a lot of attrition on Friday afternoons, so we need to plan something really good if we want people to stick around. A GMR Update is a possibility; Leslie Behm is meeting with Sheila Brown from GMR this week and will discuss this idea with her. PubMed and Internet Grateful Med are also potential topics.

Document Delivery Committee

Jane Claytor reported that 50 paper copies of MISHULS were printed and 40 have been sold, along with seventeen fiche copies. We made a profit of nearly two thousand dollars from the sale of MISHULS this year.

Jane's library at St. Lawrence Hospital is closing at the end of this month and her position is being eliminated. She will no longer be able to serve as Chair of the Document Delivery Committee. Barbara Kormelink of Bay Medical Center will finish Jane's term.

Jane expressed concern about the ten unsold copies of MISHULS which are presently housed at St. Lawrence. She does not want them discarded when the library is dismantled. Debbie Jankowski volunteered to store them when the time comes.

Membership Committee

Mike Simmons reported that half of the membership renewals have come in and \$3100 in dues has been turned over to the Treasurer. A second renewal reminder will be sent out on February 1. Committee members will not be doing follow-up phone calls this year - it is too time-consuming.

The 1997 membership directory was sent out last week. Any necessary changes should be reported to Leslie Behm for inclusion in the May 1998 directory. The membership directory is also up on our Web site in the members-only area. It is searchable, although the search engine is a bit peculiar.

Ken Nelson asked if we want to include a brief institutional profile in the institutional member section of the directory, e.g. bed size, teaching/non-teaching, number of physicians on staff, name of library director or ILL contact. These data would have to be solicited from the membership, and collecting them could be problematic. Many hospitals don't know/won't tell their bed size or number of physicians, and library contact persons frequently change. After discussion we decided to leave the listings as they are.

Mike observed that some of the four-digit zip code extensions did not show up on the 1997 directory and reminded us to include them for 1998.

Nominating Committee

John Coffey reported no action since our last Board meeting. The Committee needs to have a slate prepared by May so they will be getting busy soon. Candidates will be solicited for President-Elect, Treasurer, and Nominating Committee Chair.

The position description on file for MHSLA Secretary needs revision. The description states that minutes of the annual meeting will be mailed out within 90 days of the meeting. Established practice calls for including the minutes with the conference packets and agenda for the subsequent meeting. Leslie Behm moved that a draft of the annual meeting minutes be sent out with the first newsletter following their approval by the Board, and an official copy of the minutes be included in the next year's conference packet. The motion carried.

Publications Committee

Leslie Behm mailed the newsletter and the 1997 membership directory last week. A list of unique journal titles (those held by only one member institution) has been mounted on the Web site, and the bylaws will be mounted shortly.

The MHSLA Listserv is open to anyone who wishes to join. Leslie is the person to contact for information or instructions. You can see a list of participants by sending a message to the listserv with the command "Review MHSLA." There is a way to conceal your name if you choose and one participant (a non-member) has elected to do so. Of 112 MHSLA members with e-mail addresses, 74 are on the listserv.

Mike Simmons mentioned that some people provide a personal and an institutional e-mail address, but he only enters the institutional address into the database. The Board agreed this was appropriate; members should provide us with the address by which they wish to be contacted.

Research Committee

Lea Ann McGaugh said the Committee is struggling to finish the report on their survey. It is difficult with eight people trying to write a collaborative report. When this project is finished they will turn their attention to something new.

Technology Committee

Laura Friesen-Lynn reported that the Committee is exploring ways to implement an online journal club. They are investigating various software options which will offer real-time interaction as well as archiving capability. The University of Michigan uses a product which would work, but requires more advanced computer equipment than is presently available to us. AOL Messenger is another option; the drawback with this is it will require each member to key in the name and address of every journal club participant.

Marge Kars has looked into the MLA requirements for getting credit for journal club activity. You need to cover one or two articles per month and provide printed proof of your participation (contributing at least two comments per article discussed). Marge agreed to be the convener for the journal club and has been collecting names of interested parties.

The Technology Committee is also researching the possibility of applying for Universal Service Fund (USF) telecommunications discounts as a consortium. They intend to have a plan in place by July, in time to apply for 1999 discounts. Seventeen MSHLA member institutions have expressed interest in this project. The USF discount program is brand new and there is uncertainty as to exactly how it will work, even among its administrators. We are still not absolutely sure that hospital libraries will be eligible.

Regional Group Reports

ERHSLA - Doris Blauet reported that they have been busy planning our next conference.

MDMLG - Joan Emahiser announced that Alexia Estabrook's baby, Christopher Paul, was born on January 11. Pictures of him can be viewed online at "<http://www.rust.net/~corro>".

MDMLG is currently at 82 personal and 39 institutional members. They are revising their committee structures and re-doing their logo. They recently increased their dues from \$15 to \$25. Their next research project will examine information needs of physicians in remote locations. Their next meeting will take place in February at the new VA; in March they are sponsoring a PubMed class in Detroit, and in April they plan to present a class on Advanced HTML and Java Script.

MACHIS - Marge Kars sent word that they have just surveyed their membership to find out what sort of program the group would be interested in for next fall. The data is now being compiled. At this point no other events are being planned.

M-MHSL - John Coffey reported that they presented a class on Internet Grateful Med last November, and an NLM Update is planned for February. Leslie Behm

went to the Radiology Society meeting in Chicago where she demonstrated and taught IGM. Leslie found this a worthwhile experience and encouraged others to try to attend in the future.

Michigan State University is the GMR outreach library for our state and Leslie is working on an outreach plan. MSU's contract with the GMR expires in the year 2000.

NMHSLG - No report at this time.

UPHSLC - Ken Nelson reported that the UP Health Care Network is still meeting. Marquette General Hospital has switched to Ovid Internet starting this week. It will provide Medline and HealthSTAR for all members of the network. Some additional products are available to MGH only. Mike Simmons asked Ken to track and report any connectivity problems he experiences - how often/how long is the connection down, and how is the response time?

WMHSLA - The group meets again in February. Sandy Swanson reported that Elizabeth Siporin has left Butterworth to move to Detroit. Butterworth is advertising for a replacement.

GMR Regional Council - Stephanie John is our representative to this group. There was no report from her at this time. Leslie Behm relayed a message from Sheila Brown at GMR: we need to let our Senators and Representatives know what features we want in a new NLM system. ELHILL will be retired soon - this is non-negotiable. Now is our chance to influence the development of its successor.

Leslie made a motion that Ken Nelson, as MHSLA President, write a letter to our U.S. Senators stating specifics about what we as professionals need from the new NLM system. The motion was amended to state that Chairs of the regional associations shall also send letters to our Senators and to appropriate Representatives. The motion carried as amended. These letters need to go out soon, by June at the latest. Ken will send a copy of his letter to the regional Chairs so that they can model their letters after his.

Old Business

Ken Nelson reviewed financial data from past conferences, 1986-1995, provided to him by Rosemary Whelan. Outcomes ranged from a loss of \$3500 to a profit of \$7000. Most of the conferences made a modest profit. In budgeting future conferences we will strive to break even. However, quality programming costs money, and our Association is financially healthy, so we can absorb occasional losses.

In future we will try to do a better job of controlling conference speakers' travel expenses. We will provide them with an estimate of what we expect to

reimburse; charges far beyond our estimate would have to be approved by us in advance.

New Business

Sandy Swanson reported that the Access Michigan Steering Committee's Vendor Evaluation Subcommittee is looking for members. These should be people on the front lines of public service who can recommend database products for Access Michigan. A specialist in consumer health databases is being sought; contact Sandy if you have a name to suggest or if you wish to volunteer.

Results from the questionnaire on why some members didn't attend our conference have been forwarded to Diane Hummel for review. The main reasons given were lack of money and lack of time.

The next Board meeting is slated for March 17, 1998 at 10:00 a.m., again at the Michigan Athletic Club.

There being no further business, the meeting adjourned at 1:09 p.m.

Respectfully submitted,

Jennifer Barlow
MHSLA Secretary

Proposed MHSLA Conference Schedule
1998

Time	Wednesday	Thursday	Friday
9a-10:30a	CE #1: Dysart & Jones (SLA 6 hr) Knowledge management <i>or</i> From Librarian to Cybrarian (Option: Detlefsen course) CE #2: Alternative Medicine (Snow?) (MLA, 8 hr)	Keynote : Root-Bernstein: Honey, mud, maggot, and other medical marvels : the science behind folk remedies and old wives' tales	Breakout #3: PC troubleshooting / Intranets (Paul Groll) Breakout #4: Consumer health panel discussion -- topic to be selected & developed by MACHIS
10:30-10:45	Break	Break	Break
10:45-Noon	CE #1 & #2 continue	Membership meeting	Breakout #3 & #4 continue. (May need to go to 12:30 because of 9 AM start.)
12-1:30p	Lunch	Lunch	Lunch (lunch & learn? Silverplatter?)
1:30-2:45	CE #1 & #2 (reconvene at 1)	Breakout #1: Mika/Leadership Academy Breakout #2: Teaching the Internet in 50 minutes OR Making the most of your web site.	Not yet determined. Options: Invited Papers. Short topic. GMR Update. Posters.
2:45-3:15	Break	Break	Break
3:15-5	CE #1 & 2 continue	Breakout #1 & 2 continues Local arrangements activity?	Local arrangements activity?? Root- Bernsteins here as "really worth staying for"?
5-6	Free	Free	end
6-8	Board dinner	Special event	
8-10	25th birthday party	Special event	
10p-?	25th birthday party		

Note: shortened morning break to accommodate 9 am start times.

MHSLA Treasurer's Report
10/8/97 Through 12/15/97

Category	10/8/97- 12/15/97
Inc/Exp	
Income	
Conference	470.00
Interest	189.70
Total Income	659.70
Expenses	
Debit Conf.	17,549.56
Total Expenses	17,549.56
Total Inc/Exp	-16,889.86

Beginning Balance	44,969.63
Total Income/Expenses	-16,889.86
Ending Balance	28,079.77

Respectively submitted,

Debbie Jankowski
Debbie Jankowski
MHSLA Treasurer

MHSLSA
 EXECUTIVE BOARD MEETING
 March 17, 1998
 10:00 a.m.
 Michigan Athletic Center

AGENDA

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 Sciences Libraries
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 Medical Library Group

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| | John Coffey |
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| | Laura Friesen-Lynn |
| Conference Planning | |
| Education | |
| Local Arrangements | |
| Document Delivery | |
| Membership | |
| Nominating | |
| Publications | |
| Research | |
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| 6. Regional Group Reports | |
| ERHSLA | Doris Blauet |
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| GMR Regional Council | Stephanie John |
| 7. Old Business | |
| 8. New Business | |
| 9. Adjournment | Ken Nelson |



**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
EXECUTIVE BOARD MEETING
March 17, 1998
Michigan Athletic Club**

Affiliated Groups			
	<u>P</u>	<u>A</u>	
Eastern Regional Health Sciences Libraries Association			
Metropolitan Detroit Medical Library Group	X		Ken Nelson President; UPHSLC
Michigan Association of Consumer Health Information Specialists	X		Diane Hummel President Elect; Conference Planning
Mid-Michigan Health Sciences Libraries		X	Deborah Adams Immediate Past President
Northern Michigan Health Sciences Libraries Group	X		Jennifer Barlow Secretary
Upper Peninsula Health Sciences Libraries Consortium		X	Rosemary Whelan Archivist
Western Michigan Health Sciences Libraries Association	X		Debbie Jankowski Treasurer
		X	Lea Ann McGaugh Audit Committee; Research Committee
	X		Mary Hanson Bylaws Committee
		X	Betty Marshall Collection Development Committee; WMHSLA
		X	Mary Jo Wyels Collection Development Committee
	X		Barbara Kormelink Document Delivery Committee
		X	Alexander Lyubechansky Education Committee
	X		Sandy Swanson Education Committee
		X	Bonnie Swegles Local Arrangements Committee
	X		Mike Simmons Membership Committee
	X		John Coffey Nominating Committee; M-MHSL
	X		Leslie Behm Publications Committee; Marketing Committee
	X		Leona Williams Research Committee
	X		Laura Friesen-Lynn Technology Committee
	X		Doris Blauet ERHSLA
	X		Alexia Estabrook MDMLG
		X	Marge Kars MACHIS
		X	Norma Powers NMHSLG
	X		Stephanie John GMR Regional Council

Call to Order

The meeting was called to order at 10:05 a.m.

Approval of Minutes

The minutes of our January 20 meeting were approved as submitted.

Archivist's Report

Rosemary Whelan sent word that she has had no requests for items from the archives since our last meeting.

Treasurer's Report

Debbie Jankowski distributed a report covering financial activity for the period 12/16/97 - 2/4/98. Our ending balance stands at \$32,451.59. Additionally, more membership dues have just been received from Michael Simmons which will bring the balance up somewhat. The treasurer's report was approved as submitted.

Audit Committee

Laura Friesen-Lynn reported that she and Martha Studaker will be helping Lea Ann McGaugh with the audit this week.

Bylaws Committee

Leslie Behm reported that the bylaws are now up on the MHSLA web site.

Collection Development Committee

Betty Marshall stated that she is comparing the new MISHULS printout with her database of unique journal titles. This review should be complete by our next meeting. Betty also called the Board's attention to a memo just sent out from Doris Asher at Sparrow Hospital regarding the merge with St. Lawrence. The St. Lawrence library operation has been closed and Jane Claytor has taken an administrative assistant position with the Family Practice residency program. Betty will talk to Doris regarding unique titles in the St. Lawrence library collection, to make sure they won't be lost.

Conference Planning Committee/Education Committee

Diane Hummel reported that plans for the 1998 conference are coming along well. Projected expenses to date total \$5850; this includes honoraria, lodging and travel for the Root-Bernsteins, Bonnie Snow, Dysart & Jones, and Paul Grohl. Issues still being explored: whether we want an all-day or half-day class on Friday; cost for Joe Mika; whether to offer the Chicken Soup for the Woman's Soul class.

We debated adding a PubMed class to the conference schedule. Leslie Behm pointed out that she and Sheila Brown from the GMR will be taking their PubMed

class around the state very soon; this should address the immediate need for PubMed training and will be more timely than waiting for the conference.

Local Arrangements Committee

Doris Blauet reminded us that this conference will mark the 25th anniversary of our Association. The Committee proposes purchasing gifts for all conference attendees, as was done for the 20th anniversary conference in Muskegon. They are suggesting metal bookmarks bearing our name and the conference logo. Laura Friesen-Lynn received a price quote of \$380 for 100 bookmarks. Leslie Behm suggested we purchase enough for all MHSLA members, not just attendees; Mike Simmons thought we should buy some for vendors as well. A motion was made that MHSLA purchase up to 250 bookmarks with the conference logo as gifts for members and exhibitors. The motion carried.

The printer has done well with promotional materials for the conference. Cards have been sent out to members and fliers have been prepared to enclose with our newsletter. The Committee continues to look for vendors, including "alternative" services such as aromatherapy and massage. The line dancing instructor has been booked. Conference arrangers plan to employ a "point system" encouraging attendees to participate in events and activities.

Document Delivery

Barbara Kormelink is the new Chair of this Committee, replacing Jane Claytor. Barbara and Leslie Behm reported on a change in NLM procedure which will affect us all: NLM is no longer accepting tape loads into SERHOLD (e.g. from OCLC). SERHOLD updates must now be done online by a resource or outreach library; charges for this services will be \$0.25 per record. Individual libraries may not update their own holdings. Barbara and Leslie proposed that MHSLA pay Michigan State University for SERHOLD inputting this year. This would not be much of an extra expense since we will no longer be paying for the tape load.

MSU staff will be receiving SERHOLD training from the GMR in May. Their DOCLINE person, Ann Rudman, will be the main inputter, with help from other students. Leslie will also be attending the training. Once the MSU staff have been trained they'll have a better idea of how each library should submit its changes. The GMR expects us to have SERHOLD updated online by October. We will be including all holdings changes made since July 1997. If members also want their holdings to be correct in OCLC, they will have to report their changes to OCLC separately.

A motion was made that MHSLA pay MSU for SERHOLD update service this year. The motion carried. MSU will invoice us once the work is done.

Membership Committee

Mike Simmons reported on membership renewals. His second notice to institutions included a warning about cutting off DOCLINE and this yielded a good response. Some 29 individuals have not renewed. Mike reviewed the list; many of them have

left or lost their positions and will not be likely to renew. Mike will follow up on the institutional members who have not renewed, but will leave the personal members alone. We had 167 members last year and it looks like we will have about 25 fewer this year.

Nominating Committee

John Coffey told us that a ballot would be ready for our approval at the May meeting. He has spoken with regional group representatives about getting names for new representatives for the Nominating Committee. Also, John recently learned that our bylaws prevent Debbie Jankowski from running for Treasurer again this year, so he needs some names to put forward for that position. He has a couple volunteers willing to run for President-Elect.

Publications Committee

Leslie Behm needs newsletter submissions by April 1 for the next edition. Bylaws are now up and available at our web site.

Research Committee

Leona Williams informed us that the Committee's report on the results of their survey is almost finished! The survey covered climate changes in hospital librarianship from 1991 to 1996. Linda Baker is doing final editing, then the Committee will meet on April 6 to look it over. It will then be submitted to the Board for approval before it gets sent out for publication. They are exploring various publication options.

Technology Committee

Laura Friesen-Lynn has identified another possible "chat room" program, PeopleLink. This software may allow us to set up an online journal club, but we need to determine whether it can offer saving/archiving ability. Laura distributed information on how to download PeopleLink; she will be in touch via e-mail regarding scheduling a live test. Sandy Swanson mentioned that there may also be firewall problems associated with downloading PeopleLink; she is working with her IS people on resolving them.

Regional Group Reports

ERHSLA - Doris Blauet reported that they have been busy planning our conference. They will be meeting again on May 7. The group is thinking of offering the "Chicken Soup for the Woman's Soul" course if we do not arrange it for the annual conference. Mike Simmons asked them to give him any advance information on the conference that we might want him to mount on the web site.

MDMLG - Alexia Estabrook reported that the two PubMed training sessions they offered this month were very successful. They meet again at Botsford in April; the topic is outreach. Their Research Committee is pre-testing a survey instrument on how ambulatory care centers get information. Alexia also mentioned that she has

resigned her position at Providence Hospital, but she intends to remain active in MDMLG and MHSLA.

M-MHSL - John Coffey stated that they offered an NLM update last month. Recent changes at NLM worthy of note include the online distribution of several of their publications, particularly the *NLM Technical Bulletin* which is no longer available in print form. The update featured a live trial of PubMed, which John felt retrieved some weird results and will take some getting used to.

MACHIS - Marge Kars sent word that they are planning a Friday morning event at the annual conference with Linda Baker; topic will be research.

NMHSLG - No report at this time.

UPHSLC - Ken Nelson reported that the group is discussing doing a survey of UP physicians and health professionals. The survey would be a modified version of one used by MDMLG a few years ago and published in *Network*. Ken also informed us that Marquette General Hospital is finally online with Ovid. There were problems getting Current Contents and CINAHL to work properly which took weeks to resolve. By way of apology, Ovid is sending a trainer to MGH for one day and waiving the training fees.

WMHSLA - Betty Marshall reported that the group's February meeting was cancelled. They will soon be busy working on the 1999 conference. They are sponsoring a half-day PubMed class on April 30 at the Grand Rapids Public Library.

GMR Regional Council - Stephanie John reported that there is course development money for health care professionals available from the GMR. Also, GMR is sponsoring fellowship grants for two hospital librarians this year. Recipients will spend one to three weeks at the medical library of their choice, learning whatever they wish. The maximum amount for this grant is around \$2000, part to the visiting librarian and part to the host library.

Old Business

Ken Nelson sent out an e-mail last week asking for input on his letter to Congress. He asked that we return our feedback soon regarding the features we'd like to see in the NLM system which succeeds ELHILL.

New Business

Board members expressed the desire to honor Jane Claytor for her years of service to medical librarianship and MHSLA. No official award process or guidelines exist at this time, other than the traditional letter of appreciation sent from the MHSLA President at the conclusion of a board member's term. A motion was made and

approved that Ken Nelson write such a letter to Jane. Another motion was made that Leslie Behm assemble an ad hoc committee on guidelines for the recognition of distinguished service. This motion was also approved; Doris Blauet and Jennifer Barlow volunteered to help.

John Coffey suggested that M-MHSL plan an informal get-together in Jane's honor. Board members will be invited and can come if they wish. It was agreed this is a good idea. Leslie has mentioned to Jane that her MHSLA friends would like to do something for her.

There being no further business, the meeting adjourned at 11:50 a.m.

Respectfully Submitted,

Jennifer Barlow
MHSLA Secretary

MHSLA Treasurer's Report
12/16/97 Through 2/4/98

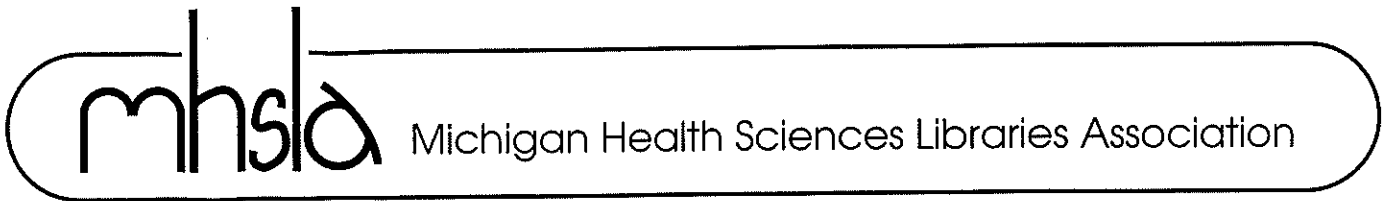
Category	12/16/97- 2/4/98
Inc/Exp	
Income	
Dues	3,150.00
Interest	46.59
MISHULS	3,585.00
	<hr/>
Total Income	6,781.59
Expenses	
Debit Dues	15.00
Debit Luncheon	310.95
Debit Misc.	5.00
Debit MISHULS	1,802.07
Mailing	29.50
Newsletter	247.25
	<hr/>
Total Expenses	2,409.77
	<hr/>
Total Inc/Exp	4,371.82

Beginning Balance	28,079.77
Total Income/Expenses	4,371.82
Ending Balance	32,451.59

Respectively submitted,

Debbie Jankowski

Debbie Jankowski
MHSLA Treasurer



MHSLA
EXECUTIVE BOARD MEETING
 May 19, 1998
 10:00 a.m.
 Michigan Athletic Club

AGENDA

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 | Ken Nelson |
| 2. | Approval of Minutes | Jennifer Barlow |
| 3. | Archivist's Report | Rosemary Whelan |
| 4. | Treasurer's Report | Debbie Jankowski |
| 5. | Committee Reports | |
| | Standing Committees | |
| | Audit | Lea Ann McGaugh |
| | Bylaws | Mary Hanson |
| | Collection Development | Betty Marshall |
| | | Mary Jo Wyels |
| | Conference Planning | Diane Hummel |
| | Education | Alexander Lyubechansky |
| | | Sandy Swanson |
| | Local Arrangements | Bonnie Swegles |
| | Document Delivery | Barbara Kormelink |
| | Membership | Mike Simmons |
| | Nominating | John Coffey |
| | Publications | Leslie Behm |
| | Research | Leona Williams |
| | | Lea Ann McGaugh |
| | Technology | Laura Friesen-Lynn |
| 6. | Regional Group Reports | |
| | ERHSLA | Doris Blauet |
| | MDMLG | Alexia Estabrook |
| | | Joan Emahiser |
| | MACHIS | Marge Kars |
| | M-MHSL | John Coffey |
| | NMHSLG | Norma Powers |
| | UPHSLC | Ken Nelson |
| | WMHSLA | Betty Marshall |
| | GMR Regional Council | Stephanie John |
| 7. | Old Business | |
| 8. | New Business | |
| 9. | Adjournment <i>set next mtg time</i> | Ken Nelson |

**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
EXECUTIVE BOARD MEETING
May 19, 1998
Michigan Athletic Club**

Affiliated Groups	<u>P</u>	<u>A</u>		
Eastern Regional Health Sciences Libraries Association				
Metropolitan Detroit Medical Library Group	X		Ken Nelson	President; UPHSLC
Michigan Association of Consumer Health Information Specialists	X		Diane Hummel	President Elect; Conference Planning
Mid-Michigan Health Sciences Libraries		X	Deborah Adams	Immediate Past President
Northern Michigan Health Sciences Libraries Group		X	Jennifer Barlow	Secretary
Upper Peninsula Health Sciences Libraries Consortium	X		Rosemary Whelan	Archivist
Western Michigan Health Sciences Libraries Association	X		Debbie Jankowski	Treasurer
	X		Lea Ann McGaugh	Audit Committee; Research Committee
			Mary Hanson	Bylaws Committee
			Betty Marshall	Collection Development Committee; WMHSLA
		X	Mary Jo Wyels	Collection Development Committee
		X	Barbara Kormelink	Document Delivery Committee
		X	Alexander Lyubechansky	Education Committee
		X	Sandy Swanson	Education Committee
		X	Bonnie Swegles	Local Arrangements Committee
	X		Mike Simmons	Membership Committee
	X		John Coffey	Nominating Committee; M-MHSL
			Leslie Behm	Publications Committee; Marketing Committee
		X	Leona Williams	Research Committee
		X	Laura Friesen-Lynn	Technology Committee
	X		Doris Blauet	ERHSLA
	X		Alexia Estabrook	MDMLG
	X		Joan Emahiser	MDMLG
		X	Marge Kars	MACHIS
		X	Norma Powers	NMHSLG
		X	Stephanie John	GMR Regional Council

Call to Order

The meeting was called to order at 10:03 a.m.

Approval of Minutes

Minutes of our March 17 meeting were approved as distributed.

Archivist's Report

No report at this time.

Treasurer's Report

Debbie Jankowski distributed a report covering financial activity for the period 2/5/98 through 4/3/98. Our bank balance stands at \$34,482.79. The report was approved as submitted.

Audit Committee

Lea Ann McGaugh reported that an audit of the MHSLA books was completed on April 7 at Hurley Medical Center. Lea Ann, Laura Friesen-Lynn and Martha Studaker performed the audit. They found no problems with the books. To help keep careful track of our expenditures, it would be helpful if people submitting requests for reimbursement could provide detail on exactly what was purchased. Descriptions such as "conference expense" or "printing" can be vague and confusing. Lea Ann suggested that we develop a form to be submitted with receipts for reimbursement which would provide the necessary amount of detail. The form could be mounted on our web page and printed off by individuals as needed. The Board approved this suggestion. Lea Ann and Debbie Jankowski will design the form and will give a copy to Mike Simmons to be added to our website.

Bylaws Committee

The Publication Committee's charge has been changed to include responsibility for the MHSLA website, as well as for certificates issued for Board service. Bylaws need to be revised to reflect these changes. Leslie Behm and Mary Hanson will draft a revision to be voted on at the next annual meeting.

Collection Development Committee

Betty Marshall reported that she has had some computer catastrophes and her work on the database of unique titles has been delayed. Happily, the data was not irretrievably lost, and Betty will continue working on this project.

Conference Planning Committee

Diane Hummel distributed the proposed budget and schedule for the 1998 conference. If we get the same registration income as last year, we may lose as

much as \$4000 on this conference. The Board decided to leave the inclusive registration fee at \$250, the same as last year. We will try to solicit additional funds from vendors to help with the shortfall. SilverPlatter has already promised \$600 toward their "Lunch and Learn;" the lunch actually costs \$1500 so perhaps they can be persuaded to pick up the whole check. The Committee is also hoping for a conference contribution from Ovid. (Can we get these two MEDLINE vendors in a bidding war?)

Included in the approved conference budget are the three conference scholarships traditionally offered by MHSLA. One scholarship will be offered to students at each of the two library schools (Wayne State and University of Michigan); the third will be offered to a new MHSLA member. Joan Emahiser reported that the winner of last year's raffle for 1998 conference registration will not be able to attend - so that will be one less expense for us.

Education Committee

Diane Hummel reported for Sandy Swanson and Alexander Lyubechansky. They send apologies because they have not as yet planned a workshop for support staff. They need ideas and wondered if they can recruit a support staff person to serve on the Education Committee and provide a paraprofessional perspective. The Board thought this was an excellent idea and encouraged them to do so. Support staff members have participated on committees in the past - any personal MHSLA member is eligible to serve - but it's often difficult for support staff to get time off for meetings.

We brainstormed some possible ideas for a support staff workshop. Transferable skills such as time management, stress management, and dealing with difficult people might be valuable for these colleagues. Job-specific skills such as a QuickDoc workshop or a session on preservation and book repair were also mentioned. Diane will pass these thoughts on to Sandy and Alexander.

Local Arrangements Committee

Doris Blauet told us the Committee is hard at work preparing for the conference. As presents to registrants we will be giving out folio notepad holders rather than the traditional cloth bags. Healthy menus have been planned for us, and some chocolate is included! The conference schedule can be mounted on our website now that it has been approved; Mike Simmons will take care of this. Registration forms will be printed and mailed in early July.

The question arose as to whether the conference hotel offers a day care service for children. Doris will look into this.

Document Delivery Committee

Leslie Behm reported for Barbara Kormelink. The GMR will not be training MSU staff to do SERHOLD inputting; Leslie and her staff person will have to figure it out themselves. They will undertake this once Leslie gets back from the MLA

conference. When they've learned the system, they will let us know how best to report our journal holdings changes to MSU. In the meantime, we can print off our holdings from the GMR website and make corrections on the printout, or use OCLC work forms, and send our changes to Leslie.

To save money and effort, the Committee recommends we not produce a MISHULS listing this year. MHSLA will be paying MSU to do our SERHOLD inputting, and member libraries will also be paying to keep their OCLC records current. MISHULS would cost another \$800 or so, and would be a duplication of information available from the GMR web site. A motion was made and seconded that we not produce the MISHULS listing this year, and that next year we re-evaluate the situation to determine if we should again undertake production of the MISHULS listing. The motion was approved.

Leslie will be tracking the cost of SERHOLD inputting this year. It's possible that MHSLA will need to increase our institutional membership fee to cover the cost of providing this service. Alternatively, we may choose to charge for extra inputting beyond a specified free allotment. But we'll need some data before we make these decisions.

Membership Committee

Mike Simmons informed us that the membership directory has been printed. He solicited last-minute corrections, and as many as possible of these have been incorporated. Our membership stands at 145: 70 institutional, 17 dual, and 58 personal members. One hundred twenty-eight members provided an e-mail address; 64 reported a web page associated with themselves or their institutions. Thirty-six members identified themselves as consultants, 20 as mentors, and 42 as AHIP-credentialed. Thirty members are affiliated with MACHIS and 46 reported having special expertise in some area. Mike has collected an additional \$315 in dues which he will be turning over to the Treasurer.

We observed that of the 128 members with e-mail access, only half have signed up for our listserv. The Board discussed ways of encouraging participation in the listserv. Many members may not realize that the listserv is worthwhile and does not involve a great deal of e-mail. Leslie Behm suggested that we sign all members up automatically, unless they request that we not do so. A motion supporting this proposal was made, seconded and approved. Leslie will send a note out with the membership directory being mailed next month, informing members that we will sign them up to the listserv as a courtesy to keep them informed of conference happenings. The note will ask members to contact Leslie if they do not wish to be signed up for the listserv.

Nominating Committee

John Coffey distributed the slate of candidates for 1998-99. Doris Blauet and Doreen Bradley are running for President-Elect; Robin Alanen Mosher and Ellen O'Donnell will stand for Treasurer.

Nominating Committee candidates are: for ERHSLA, Martha Studaker; for MDMLG, Joan Emahiser; for M-MHSLA, Steve Kalis; for NMHSLG, Alexander Lyubechansky; for UPHSLG, Nancy Manninen; for WMHSLA, Marge Kars. Marge Kars will be providing John with a name for the MACHIS nominee next week. The Board approved this slate as presented. John will obtain biographical sketches and statements of aims to send out to the membership with ballots.

Publications Committee

Leslie Behm reported that the list of unique journal titles has been mounted on our website. Bylaws are also available on the website in pdf and html format. Guidelines and policies for what can go on our web pages have been drafted and mounted on the site. Conference information has been mounted and will be expanded. Mike Simmons is still exploring journal club conferencing software. Leslie will be getting another issue of the newsletter out to members before the conference.

Research Committee

Lea Ann McGaugh announced that the Committee has finished their survey report on climate changes in hospital librarianship, 1991-96. The report totals 38 pages, with appendices; they will be mailing it out to respondents soon. Lea Ann and Leslie Behm will work on rewriting the document for publication. They need to do this soon or the chances of getting it published will be slim, as the data are becoming dated.

The Committee is preparing to undertake a new project involving benchmarking. They propose to do an annual survey measuring some basic library service and collections data which would be useful for administrative decisions. Examples of measurements might include number of FTEs by library or institution size; number of mediated searches and interlibrary loans; number of OPAC terminals, Internet workstations, full-text online products offered; library square footage and number of seats. Leslie and Lea Ann are soliciting input from members on what we currently count and what data would be useful to collect. They would appreciate receiving suggestions before their next meeting on June 25.

Technology Committee

Laura Friesen-Lynn sent the following report [sent before the Board meeting, but not received by the Secretary until afterward]: It is still a definite possibility that it will be worthwhile to apply for Universal Service Funds for a subset of our

institutional members for the 1999 round. Also, the Committee is investigating another web-based software product called DocReview that may work for our electronic journal club, without everyone having to download software to their machines.

Mike Simmons informed the Board that MSU may have some software on their computer system that would be available to us and may work for the journal club. He will try to find out more about this.

Regional Group Reports

ERHSLA - Doris Blauet reported that the group met last week, and conference planning is moving along well.

MDMLG - Alexia Estabrook and Joan Emahiser reported on the group's activities. They held a session April 16 on hospital libraries' outreach to ambulatory sites. The MDMLG Board met May 8 and approved budgets. Their annual meeting is coming up on June 18. The group is restructuring how committees report - this is likely to be an extended project. Their logo is being redesigned for the year 2000. They have undertaken a benefits and salaries review which they hope will provide ammunition for administrative lobbying. Their Research Committee has completed a survey tool on outreach to ambulatory sites. They prepared and sent a letter to Donald Lindberg at NLM regarding changes they'd like to see in PubMed.

MACHIS - No report at this time.

M-MHSLA - John Coffey stated that the group last met on May 11. Leslie Behm demonstrated web resources at MSU available to members. There are two PubMed training session planned for June 26 at MSU; continuing education credit will be offered. They would still like to plan a social event for Jane Claytor, but so far Jane has been reluctant. Debbie Jankowski will try to get in touch with her.

NMHSLA - Norma Powers sent the following report: Munson Medical Center's Library will be moving, probably late summer. This is an unplanned move for them. They currently have a good central location, but Administration wants to expand into the library's space. Norma objected to the temporary location originally proposed for the library; now it looks like they'll be moving to the lower level Pavilion, displacing Quality Management (which is in Norma's division, making for some conflict among the larger team).

Munson hosted MLA's teleconference on the Digital Library. They provided a downlink to Northern Michigan Hospital and made a videotape for Mercy North.

Alexander Lyubechansky is doing a presentation on "Quality Filtering of Medline Searching Using PubMed" to the medical staff of Northern Michigan Hospital at their weekly conference.

Plans are formulating for a new consumer health library, probably in a new medical office building to be raised on the former site of the Traverse City Osteopathic Hospital. This would be a fine location, close to several clinics, with ample parking and good visibility. Norma is forming a task force to develop plans and visit other such libraries. She has been pushing this idea for years, and now a corporate CEO has taken interest in the project.

Finally, Munson just took over management of the two Mercy North Hospitals in Cadillac and Grayling. So far it's unclear how the library will be impacted.

UPHSLG - Ken Nelson told us about the Evidence-Based Medicine program at Rush University which he attended on May 8. It was co-sponsored by NNLM and was quite worthwhile.

The UPHSLG is developing a survey on information needs of doctors and hospitals in their region. A class on PubMed and Docline, taught by Leslie Behm, will be offered at Michigan Technical University in July. Marquette General Hospital is evaluating an EBSCO business database for their collection. They plan to install compact shelving in July.

[After the Board meeting, Ken reported to the Secretary that he will be attending the Michigan Health & Hospital Association conference on Mackinac Island in June.]

WMHSLA - Betty Marshall reported that the group still has not met. They did sponsor a PubMed class on April 1 at the Grand Rapids Public Library, again taught by Leslie Behm. The group will be getting together in June or July to continue 1999 conference planning.

GMR - Changes in SERHOLD is the major issue facing the region. Another issue involves participation of Canadian libraries. Some libraries in the Windsor area would like to join Docline, but the National Library of Canada insists they cannot join directly. They are being required to go through CISTI.

Old Business

Ken Nelson wondered if he still needs to write a letter to NLM outlining changes we need to see in PubMed to make it more useful and reliable. NLM has recently received extensive input from medical librarians regarding PubMed, and they seem to be taking these suggestions seriously. The Board agreed to table this matter for the time being while we collect input from members. Leslie Behm will be asking for suggestions from users at the PubMed training sessions she is giving.

New Business

Leslie Behm observed that we have a lot of leftover bagels and muffins from the morning portion of our meeting, and asked if we should dispense with the morning bakery order. The group suggested that we reduce the order but still provide a few bagels and pastries for the meeting.

Our next Board meeting will take place in September at the annual conference in Port Huron. We will take a fax vote on the bylaws revision over the summer so it can be presented to the membership at the conference.

The meeting adjourned at 11:55 a.m.

Respectfully submitted,


Jennifer Barlow
Secretary

MHSLA Treasurer's Report
2/5/98 Through 4/3/98

Category	2/5/98- 4/3/98
Inc/Exp	
Income	
Dues	1,635.00
Exhibitors	300.00
Interest	97.64
MISHULS	710.00
Total Income	2,742.64
Expenses	
Debit Conf.	293.05
Debit Luncheon	406.27
Debit MISHULS	12.12
Total Expenses	711.44
Total Inc/Exp	2,031.20

Beginning Balance	32,451.59
Total Income/Expenses	2,031.20
Ending Balance	<u>34,482.79</u>

Respectively submitted,


Debbie Jankowski
MHSLA Treasurer

Proposed MHSLA Conference Schedule
1998

Time	Wednesday	Thursday	Friday
9 AM start time Morning sessions	CE #1: Dysart & Jones (SLA 6 hr) From Librarian to Cybrarian <i>Educ. Comm.: Sandy</i> CE #2: Alternative Medicine (Snow) (MLA, 8 hr) <i>Educ. Comm.: Joanie</i>	Keynote : Root-Bernstein: Honey, mud, maggots, and other medical marvels : the science behind folk remedies and old wives' tales (9:00-10:30) <i>Educ. comm.: Diane Hummel</i> Vendors open	9:00-12:30 Breakout #3: PC troubleshooting (Tracie Berkobien) / Intranets (Paul Groll) <i>Educ. Comm: Stephanie</i> Breakout #4: MACHIS meeting & discussion <i>Marge Kars, drafted by Educ. Comm.</i>
10:30 break	Break (10:30 - 10:45)	Break (10:30-11:00) Vendors	Break (10:30-11:00)
Late morning Lunch	CE #1 & #2 continue Lunch 12:00 - 1:00	Membership meeting (11:00-Noon) Lunch (Noon - 1:30) Vendors	Breakout #3 & #4 continue. Lunch & Learn with Silverplatter (12:30-2:00) <i>Educ. Comm. Norma</i>
Early afternoon	CE #1 & #2 (1:00 - 2:45)	(1:30-2:45) Breakout #1: Mika/Leadership Academy <i>Educ. Comm: Alexander</i> Breakout #2: Mike Simmons, technology topic <i>Educ. Comm: Robin</i>	Breakout #5 (2:00 - 3:30): Metta Lansdale, Consumer Information on the Internet <i>Educ. Comm: Marge</i> (GMR update? still in discussion)
Afternoon break	Break (2:45 - 3:15)	Break (2:45-3:15) Vendors	END
Late afternoon	CE #1 & 2 continue (3:15 - 5:00. Session 1 ends earlier)	Breakout #1 & 2 continues (3:15-5:00)	
5-6	Free	Free	
6-8	Board dinner	Special event	
8-10	25th birthday party	Special event	
10p-?	25th birthday party		

MHSLA 1998 Annual Education Conference
 Budget Proposal
 May 19, 1998

Wednesday [40 attendees]

CE #1: SLA's Librarian to Cybrarian - Dysart & Jones Estimate \$2,000.00

CE #2: Alternative Medicine - Bonnie Snow Inclusive \$2,500.00

Food [40 attendees]

Break Continental breakfast @ \$8.00 x 40 \$ 320.00

Lunch Served lunch 2-3 choices @ \$15.00 x 40 \$ 600.00

Break Beverages and popcorn @ \$ 2.00 x 40 \$ 80.00

Board Dinner Choice from menu @ \$20.00 x 30 \$ 600.00

Birthday Party Cake, favors, beverages \$ 200.00

Thursday [100 attendees]

Keynote: Root-Bernstein's Estimate \$ 500.00

Breakout #1 Mika/Leadership Academy Estimate \$ 800.00

Breakout #2 Making the Most of Your Website - Michael Simmons Est. \$ 150.00

Food [100 attendees]

Break California Health @ \$ 7.00 x 100 \$ 700.00

Lunch Executive Roll-in @ \$15.00 x 100 \$ 1500.00

Breaks Beverages and popcorn @ \$ 2.00 x 100 \$ 200.00

Banquet Barbecue/line-dancing @ \$23.00 x 100 \$ 2300.00

Friday [40 attendees]

Breakout #3 PC Troubleshooting/Intranets - Paul Groll	Estimate	\$ 550.00
Breakout #4 Consumer Information on the Internet - Metta Lansdale		\$ 400.00

Food [40 attendees]

Break New York, New York (bagels)	@ \$ 7.00 x 40	\$ 280.00
Lunch Sponsored by SilverPlatter		
Break Beverages & popcorn	@ \$ 2.00 x 40	\$ 80.00

Incidental Expenses

Padholders/portfolios	@ \$10.00 x 100	\$1000.00
25th Anniversary Bookmarks	@ \$ 2.40 x 250	\$ 600.00

Printing [Mailing included] \$1000.00

Scholarships & Guest Room Expenses \$1700.00

Total	\$19560.00
Vendor Income	\$ 1100.00

\$18,460.00

1997 Education Conference paid registrants:	34 inclusive @ \$250.00	\$ 8,500.00
	20 2-day @ \$175.00	\$ 3,500.00
	6 C.E. only @ \$125.00	\$ 750.00
	12 Thur. @ \$ 75.00	\$ 900.00
	8 Fri. @ \$100.00	\$ 800.00

80 \$14450.00

Vendor Income 1997 \$ 2980.00

Recommended fee structure for 1998:

Inclusive \$ 250.00

	Non Member	Member
2 Day	\$200.00	\$ 175.00
Thursday only	\$125.00	\$ 100.00
Friday only	\$100.00	\$ 75.00
C.E.	\$125.00	\$ 100.00
Special Event	\$ 50.00	

Recommended fees for the conference should stay the same as last year, with the knowledge of the Board that the Association could sustain a loss of about \$4,000.00

Report of the Membership Chair,
Michael Simmons

May 18, 1998

Membership Directory has been printed. While we strived for accuracy, (last minute updates right up to printing), there will always be the need for corrections.

At present membership statistics are:

Total Members	145
Institutional Members	70
Dual	17
Personal	58
Email	128
Webpage	64
Consultants	36
Mentors	20
AHIP	42
MACHIS	30
Expertise stated	46

\$315 to be turned over to the Treasurer

Respectfully submitted,



Michael Simmons

From: Norma L. Powers <NPowers@mhc.net>
To: barlowj@mlc.lib.mi.us <barlowj@mlc.lib.mi.us>
Date: Friday, May 08, 1998 10:42 AM
Subject: MHSLA Board Meeting

I won't be attending the May meeting. I'll be downstate this weekend for Mother's Day and can't afford another 2-day trip away from the Library as we're having our JCAHO site visit May 26-29, beginning the day after Memorial Day so I still have tons to do.

NMHSLG:

Munson Medical Center's Library will be moving, probably late summer. This is an unplanned move for us, unfortunately. We're presently on the ground floor, across from Admin., and on a good traffic route. But Admin. needs more space for offices for all the medical administrators they're hiring, so....! I threated a staff walkout when they told me their first choice for a "temporary" library location (and we meant it!). Presently, it looks like we'll be moving to the lower level Pavilion near pharmacy and nursing staff devt., but off the beaten path. However, it's larger and has a wall of windows next to the "winter walk" out side the building. Quality Mgt. is being evicted (and they're in my division) so it's not pretty!

Munson is hosting MLA's teleconference on "The Digital Library" with a downlink to Northern Michigan Hospital. We're making a tape for Mercy North as they couldn't get their Remec room to receive it.

Alexander L. at Northern Michigan Hospitals is presenting Sat. to the medical staff at their weekly conference: "Quality Filtering of Medline Searching Using PubMed".

Plans are just formulating for a new consumer health library, probably at the former site of the Traverse City Osteopathic Hospital, across town. The old bldg. is gone and a new one up, but we'd probably be in the new medical office building planned for there. A lot of our clinics are at that location, good parking, and it would be very visible. Forming a task force to develop plans and visit other hospital sites. I've been pushing this for years, and finally...a corporate CEO joined the bandwagon.

Munson just took over mgt. of the two Mercy North Hospitals in Cadillac and Grayling but haven't learned how the library is impacted.

Norma Powers

From: Laura Friesen-Lynn <LFriese1@hurleymc.com>
To: barlowj@mlc.lib.mi.us <barlowj@mlc.lib.mi.us>
Date: Monday, May 18, 1998 3:03 PM
Subject: can't come tomorrow

Hi Jennifer,

I will not be able to make the meeting tomorrow after all. I was only coming for some nagging, anyway.

My report is that it is still a DEFINITE POSSIBILITY that it would be worthwhile to apply for USF funds for a subset of our institutional members for the 1999 round.

And the other thing is that there is another web-based product called DocReview (that John Coffey mentioned last meeting) that MAY WORK for our electronic journal club, without everyone having to download software to their machine.

Thanks, Jennifer.
Laura

MHSLA Slate of Candidates for 1998/99
as of 5/19/98

President-Elect

Doris Blauet
Doreen Bradley

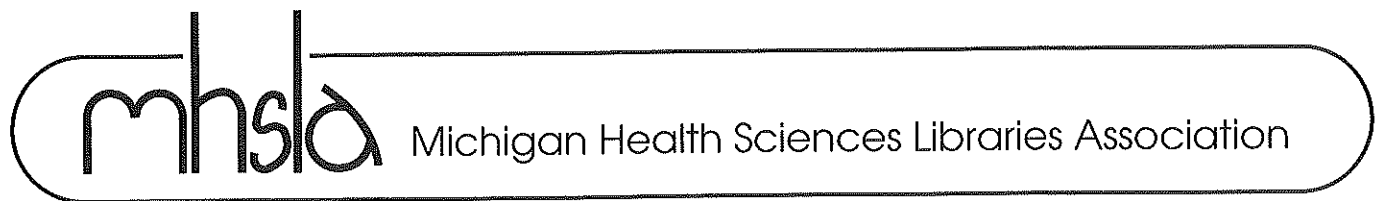
Treasurer

Robin Alanen Mosher
Ellen O'Donnell

Nominating

ERHSLA - ? Martha Studzker
MDMLG - Joan Emahiser
MACHIS - ?
M-MHSLA - Steve Kalis
NMHSLG - Alexander Lyubechanski
UPHSLG - ? Nancy Manninen
WMHSLA - Marge Kars

*Marge K will provide
a name next week*



**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
EXECUTIVE BOARD MEETING
September 16, 1998
Thomas Edison Inn, Port Huron**

Affiliated Groups	<u>P</u>	<u>A</u>		
Eastern Regional Health Sciences Libraries Association	<u>P</u>	<u>A</u>		
Metropolitan Detroit Medical Library Group	X		Ken Nelson	President; UPHSLC
Michigan Association of Consumer Health Information Specialists	X		Diane Hummel	President Elect; Conference Planning
Mid-Michigan Health Sciences Libraries	X		Deborah Adams	Immediate Past President
Northern Michigan Health Sciences Libraries Group	X		Jennifer Barlow	Secretary
Upper Peninsula Health Sciences Libraries Consortium	X	X	Rosemary Whelan	Archivist
Western Michigan Health Sciences Libraries Association	X		Debbie Jankowski Porter	Treasurer
	X		Lea Ann McGaugh	Audit Committee; Research Committee
	X		Mary Hanson	Bylaws Committee
	X		Betty Marshall	Collection Development Committee; WMHSLA
	X		Mary Jo Wyels	Collection Development Committee
	X		Barbara Kormelink	Document Delivery Committee
	X		Alexander Lyubechansky	Education Committee
	X		Sandy Swanson	Education Committee
	X	X	Bonnie Swegles	Local Arrangements Committee
	X		Mike Simmons	Membership Committee
	X		John Coffey	Nominating Committee; M-MHSL
	X		Leslie Behm	Publications Committee
	X	X	Leona Williams	Research Committee
	X		Laura Friesen-Lynn	Technology Committee
	X		Doris Blauet	ERHSLA
	X		Alexia Estabrook	MDMLG
	X		Joan Emahiser	MDMLG
	X		Marge Kars	MACHIS
	X		Norma Powers	NMHSLG
	X		Stephanie John	GMR Regional Council

New Board Members and Guests in Attendance

Doreen Bradley, Ellen O'Donnell, Jean Sayre, Angela Taylor.

Call to Order

The meeting was called to order at 7:10 p.m.

Approval of Minutes

Norma Powers requested the following change in the minutes of our May 19 meeting: on page 3, first paragraph, replace the sentence "SilverPlatter has already promised \$600 toward their Lunch & Learn ..." with "SilverPlatter is picking up the bill for their Lunch & Learn." The minutes were approved as corrected.

Election Results

John Coffey announced the election results. Doreen Bradley is our new President-Elect; Ellen O'Donnell is Treasurer-Elect; the new Nominating Committee consists of Joan Emahiser (Chair), Marge Kars, and Martha Studaker. John expressed thanks to his Committee and to everyone who was willing to run.

Old Business

Ad Hoc Committee for Recognition of Distinguished Service

No report at this time.

Technology Committee's Report on Journal Club

Laura Friesen-Lynn and Mike Simmons reported on their efforts to set up an electronic Journal Club. This project is still in the planning stage. They have looked at a few software programs, but all seem to have drawbacks. AOL Messenger is a freeware program they have considered. It works with a browser and does not require AOL membership, but we would each have to manually add all the Journal Club members to our "buddies" lists. Archiving would be difficult, and this program would require synchronous participation. Board members generally felt that arranging a time for everyone to be online would not be practical.

Another option is a program called WebTalk developed at MSU. This would allow for asynchronous participation. Mike has been trying to negotiate an arrangement for us with MSU's computer department, but MSU has some qualms. They are concerned about how much CPU time we will take up with our Journal Club discussions, and they are also dubious about helping a group that is not an official MSU affiliate. (However, Barbara Kormelink pointed out that we provide a lot of assistance to their faculty, medical students and residents.) Mike will pursue the WebTalk possibility, as it seems the most likely prospect. We may still run into trouble due to the many different kinds of Internet connections our members use - WebTalk requires that participants use a new version of Internet Explorer or Netscape.

New Business

GMR Update

Jean Sayre from the Greater Midwest Region, National Network of Libraries of Medicine, introduced her new staff member, Angela Taylor. Angela is Outreach Coordinator for Michigan as well as North and South Dakota. Jean is now Acting Director following the departure of Elaine Martin. A search is on for a permanent Director.

Ken Nelson asked about the status of ELHILL. Jean has been told by NLM officials that "ELHILL will be up as long as it needs to be up." Jean believes that, while ELHILL will be coming down sometime in 1999, all essential databases will be available via PubMed before ELHILL folds. Some concern was expressed about the reliability of the Internet as a mechanism for accessing the databases. NLM is watching this closely. Use of the NLM databases has skyrocketed since they became available on the Web. Forty-five percent of this usage is coming from overseas.

In other NLM news:

- Lois Ann Colaianni will be retiring at the end of the year.
- All users who telnet to NLM must move to browser access by 1999.
- PubMed will eventually be one huge database, not separated by topic.
- Libraries will eventually be able to do their own SERHOLD updating through the Web.
- Loansome Doc use has increased since it became available on the Web. Some libraries have been overwhelmed by user requests and have stopped participating. GMR is aware of the problem that "rogue patrons" cause when they call libraries directly, demanding service, but there is little they can do to stop this behavior.
- Internet connectivity grant offers have been sent to all libraries NLM designated as "under-connected" (i.e., accessing via 14.4 modem/386 computers or less).

Jean and Angela will be presenting a GMR update to the MHSLA membership on Friday afternoon and can go into more detail on these issues if needed.

Special Reimbursement Request

Ken Nelson asked if MHSLA would be willing to reimburse him for four nights' hotel stay for this conference, instead of the traditional two nights. Ken has to travel a much greater distance than most Presidents have. As a supporting argument, he mentioned that he did not have to charge MHSLA for his lodging at the Michigan Health & Hospital Association conference. The Board agreed this was a reasonable request. Doris Blauet moved that Ken be reimbursed for four nights' lodging, Jennifer Barlow seconded, and the motion carried.

Other Discussion

Betty Marshall reported for the Collection Development Committee that she has had another computer disaster and will be submitting her report on unique journal titles a little late. The data has not been destroyed, but is inaccessible at the moment.

Mary Hanson reported for the Bylaws Committee that she and Leslie Behm would like to present a proposed bylaws change regarding the Publications Committee, but they missed the required 30-day notice to the membership. She wondered if we should table the issue for another year, or ask the membership to waive the 30-day notice requirement and vote on it tomorrow. Mary Jo Wyels moved that the Board issue a recommendation to waive the 30-day notice and settle the issue at tomorrow's business meeting. Betty Marshall seconded, and the motion passed.

Jennifer Barlow mentioned that she will miss the November Board meeting due to the impending birth of her second child. Laura Friesen-Lynn has agreed to take minutes during her absence.

Sandy Swanson announced that Carol DeJong, from Zeeland Community Hospital, is this year's conference scholarship recipient.

Mary Jo Wyels said that WMHSLA has selected a theme for next year's conference: "A Golden Bridge to the New Millenium." She distributed three draft logo ideas for the Board to review. A vote was taken to determine our preference; Mary Jo will have the winning design developed.

Diane Hummel announced the dates for the next Board meetings. All are set for Tuesdays at 10 a.m. They are: November 3, 1998 at the Amway Grand Plaza Hotel in Grand Rapids; January 26, 1999 at the Michigan Athletic Club; March 23, 1999 at the Michigan Athletic Club; May 25, 1999 at the Michigan Athletic Club; July 27, 1999 at the Michigan Athletic Club. Conference Planning Committee meetings will precede the Board meetings and will begin at 9 a.m.

Norma Powers asked for suggestions regarding the location of our 2000 conference, which NMHSLG is hosting. Pros and cons of Traverse City, Petoskey, and Mackinac Island were discussed, but no consensus was reached.

Adjournment

The meeting adjourned at 7:57 p.m.

Respectfully submitted,

Jennifer Barlow
Secretary

June 25, 1998

The MSHLA Executive Board has approved the following slate of candidates for the Fall 1998 Election:

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

President-Elect

**Doris Blauet
Doreen Bradley**

Treasurer

**Robin Alanen Mosher
Ellen O'Donnell**

Nominating Committee

**Joan Emahiser
Steve Kalis
Marge Kars
Alexander Lyubechanski
Nancy Manninen
Martha Studaker**

Members may nominate additional candidate by petition. Candidates who present a petition signed by no fewer than five (5) members, accompanied by a biographical statement, a written statement of aims as an officer of the Association, and sent to the Nominating Committee Chair (John Coffey, Science Reference/Main Library, Michigan State University, 100 Library, E. Lansing, MI 48824-1048) no later than July 13, 1998 will be included on the ballot.



MHSLSA
Executive Board Meeting
Amway Grand Plaza, Grand Rapids
November 3, 1998

Table with columns for Affiliated Groups, P, A, Name, and Role. Lists members like Diane Hummel, Doreen Bradley, Ken Nelson, etc., and their roles such as President, Treasurer, etc.

Guest: Debbie Porter.

Diane Hummel called the meeting to order at 10:14 a.m.

Minutes Approval

Betty Marshall made a motion to approve the minutes of the September 16 meeting, and Doris Blauet seconded. The minutes were approved as written.

Archivist

No report.

Treasurer

A written report was distributed, and reflected a beginning balance of \$34,482.79 and an ending balance of 45,267.33, with a \$10,784.54 income since the last reporting period. However, this did not reflect hotel expenses incurred during the conference.

Audit Committee

No report.

Bylaws Committee

Changes were approved at the general business meeting to put the MHSLA web site and the production of certificates for officers, committee chairs, etc. under the jurisdiction of the Publications Committee, and to make the Technology Committee a standing committee. Final editing is not yet done, but will soon appear in the bylaws available on MHSLA's web site.

Collection Development

Betty reported that in 1998 she deleted 121 titles from the database she maintains of unique or nearly unique serial titles (defined as being owned by five or fewer MHSLA member institutions), she added 301, and the database now has 2582 titles in it. This database resides on her computer and on Mary Jo Wyls' computer at Mercy Oak Avenue Campus in Muskegon.

There was discussion on how this database is maintained and how it can be made use of. It does at this time appear on the web page, but there is no associated search engine. A representative from a MHSLA institution can call Betty with its 3-letter OCLC code, and she can tell what its unique holdings are, for example, during a weeding process.

Conference Planning

The dates for the next conference are October 6 - 9, 1999. This conference will be jointly sponsored by MHSLA and the Midwest Chapter, MLA.

Education Committee

Valeria Long and Stephanie John, co-chairs of the Education Committee, will be meeting after the Board meeting with their committee to nail down the programming for the conference.

Local Arrangements Committee

The committee will be meeting again next Thursday.

Document Delivery Committee

No MISHULS will be produced this year. Given that Serhold is working again in the future, it ~~will~~ not be necessary to produce MISHULS again.

may
(correction made at
Jan. 1999 board mtg)

Membership Committee

Membership renewal forms went out on time, in the third week of October. The membership form had some changes: there was a question on whether the MHSLA member is or would like to be a MACHIS member; there was a space to record Docline ID; and there was a space to express interest in joining a MHSLA committee.

There was discussion on whether the membership directory information should appear on the MHSLA web site, possibly with a disclaimer indicating that this information should not be used or sold for commercial mailings. Stephanie John moved that we use the language on mailing lists already in the bylaws which prohibits use of the membership list for commercial purposes as disclaimer on the web page, and that it should appear at the top of the membership list on the web site. Betty Marshall seconded this motion. The motion passed with one abstention.

The MHSLA web site now lists officers, committee chairs and committee members. The membership directory database is new, too, and is searchable, though there are some searching glitches. Mike Simmons demonstrated the use of the web site.

There was discussion on putting the conference evaluation form on the web site, and on including somewhere an opportunity for MHSLA members to let the Board know why they opted not to attend the conference. Other ideas suggested for soliciting this information from MHSLA members: post the question on the MHSLA listserv; place a form in the newsletter which can be filled out and returned to a board member. Barbara Kormelink moved that we take these steps to address the issue of low attendance at conferences, Doris Blauet seconded, and the motion carried.

The reimbursement form for MHSLA expenses is also on the web site. It is a pdf file that must be printed, and sent to the treasurer by regular mail, because receipts must be included.

There was discussion on including the database of unique serial titles on MHSLA's web site. Including this kind of database on the web site would require cgi scripting, and at this time there are no MHSLA members with this skill.

Nominating Committee

Joan Emahiser reported that the committee had not yet begun their search for nominees.

Publications Committee

No report. (Please see Membership Committee report above for information on what is now being published on MHSLA's web site.)

Research Committee

No report.

Technology Committee

Laura Friesen-Lynn demonstrated the conferencing software, Web Crossing, which has been made available for use by MHSLA electronic journal clubs, with the plan that January through June, 1999 be used as a trial period for this kind of journal club. She explained MLA guidelines for electronic journal clubs. The software allows for multiple journal clubs to exist simultaneously, and for archiving of all comments so discussions do not have to take place in real time, that is, there is not a need for a designated time for members to be logged on to the conferencing software to take part in the discussion, as would be required with 'chat' software. Electronic journal clubs require participation over a six-month period, with one discussion per month on either one or two articles. A theme must be decided upon for the whole six-months. Members must make at least two comments per month, that is, two comments during each discussion covering one or two articles. Clubs must contain 3-10 members, including the convener. The convener is responsible for soliciting members and developing a reading list (with participation of journal club members). The convener also makes sure all paperwork is turned in to the MLA Education Committee, to ensure proper CE credit for members. Participation in one six-month journal club earns members 7.5 CE points, with no more than 22.5 points allowable in a five year period. Conveners earn 12 CE points per six-month journal club.

The software is free up to 1000 units of use (a unit of use can be any of the following: a journal club member signing on; a file created for use of one journal club; a comment made on an article by a journal club member, etc.). If our usage exceeds this, we will have to purchase the software at the next level, called the Silver level, which will cost \$695.00. After discussion on this, Barbara Kormelink moved that the board approves the \$695 expenditure for the conferencing software for use by electronic journal clubs if we get enough participation in the first six-month trial period to warrant the expense. Mary Hanson seconded, and the motion passed. The Technology Committee will proceed with plans to implement at least one journal club beginning January 1, 1999.

Regional Reports

ERHSLA

Doris distributed copies of the Registration Subcommittee's report for the 1998 conference. There were 69 paid registrants for this conference.

MDMLG

This organization has recently gone through a process of reorganizing to streamline and eliminate committees that essentially did the same thing. They will be holding a brown bag meeting on Serhold on November 19. Fran Buckley, from GPO will be presenting in April for them. They plan a full day CE course on contract negotiations and also a class for support staff which as yet has not been planned. They will market both of these to MHSLA members, too.

The MDMLG board has discussed having a representative attend Michigan Library Association meetings and/or Special Library Association meetings. It may be a better choice to send a representative from our state organization, rather than from a regional section. No action was taken.

MACHIS

Nothing to report except that they had a good meeting on low-literacy consumer health materials at the conference in September, at which Marge Kars presented.

M-MHSL

Met since the conference to view part of the videotaped conference on Evidence-Based Medicine that was broadcast by NLM during our conference. They plan to view the rest of it the next time they meet.

UPHSLA

Nancy Manninen has taken a second job. Marquette General is building an addition. Ken is giving some thought to allowing physicians to order documents directly from suppliers like CISTI.

WMHSLA

Will be meeting next week and will select new officers. Mary Hanson has a new library. Mary Jo Wyels is now serving as the librarian for the Mercy Oak Campus and the Sherman Campus, since these two facilities merged.

GMR

Stephanie John reported that the Radiological Society of North America's annual meeting is coming up in Chicago, and that she will be attending to provide training on PubMed and Internet Grateful Med.

On November 5 the Library of Michigan will be holding a workshop on Y2K. MLC will be holding a Y2K session on December 2 from 10:00a.m. to 3:00p.m.

Old Business

Sandy Swanson reported from the Access Michigan Steering Committee that Health Reference Source Academic has been added to what is available through IAC Gold. LSTA funding was used up for this past year. FirstSearch will be put up for bid for the year beginning September 1999. The price of FirstSearch went way up for this current year, so Periodicals Index, a full text database was eliminated. As of now only WilsonSelect offers anything in full text.

There was discussion on making the representative to Access Michigan a more formal position, and also about combining it with the position of representative to MEL. No action was taken.

The meeting was adjourned at 12:00 noon.

Respectfully submitted by Laura Friesen-Lynn.

From: Ken Nelson <knelson@mgh.org>
To: Diane.Hummel@spectrum-health.org <Diane.Hummel@spectrum-health.org>
Cc: Doreen <dbradley@umich.edu>; Jennifer <barlowj@mlc.lib.mi.us>
Date: Thursday, October 08, 1998 3:27 PM
Subject: Agenda items

Hello Diane & Doreen;
and Jennifer

I was contacted by Linda Baker. She stated that somehow she didn't get the announcement for the student sponsorship to the educational conference. And therefore no one from Wayne State applied. I suggested that we place into the conference planning guidelines (notebook) that the announcement go out to the two library schools in April for the forth coming program. We should have two contacts for each school; the key instructor and the main (Dean) office for library school. Perhaps Doreen can get current persons and address for each. Linda Baker will be key person for the WSU and she can give you the Dean's name and address. The instructions in the Notebook should state it will be the responsibility of the President-Elect to update and contact these people. Discussion?? Bi-laws -- Perhaps a second notice/by email or phone to follow up sometime in early June??? What do you think?

Second item, New Business? who signs the certificate of appreciation for the President Bi-laws??? It seems very odd that I signed my own. I think it should be the President-Elect. Discussion??

Ken

P.S. Linda said to me that she didn't like the conference starting so early reason: The fall classes just start and the students forget who their instructor is, or they get upset that they can't talk with them.

Well bye for now.. the "Fall colors" are past their peak here.

--

^^

Kenneth R. Nelson, Librarian Voice: (906)225-3828
U.P.R.L.C. Chair 1-800-562-9753 x3828 (in MI only)
MHSLA Past-President

The Kevin F. O'Brien Reference Desk: (906)225-3429