

MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
EXECUTIVE BOARD MEETING
October 15, 2003
Frankenmuth, MI

The meeting was called to order, at 6:15 pm by Alexia Estabrook. Alexia asked for introductions of outgoing and incoming Board members present at the meeting.

President's remarks: Alexia thanked outgoing members of the Board and welcomed new members. She asked that members keep the committee reports separate from new business.

Approval of the minutes: There being no additions or corrections to the September 23, 2003 Minutes, Mary Hanson moved that the minutes be approved. Joan Emahiser seconded the motion and the motion was approved.

Archivist Report: Maureen Watson stated she had nothing new since the last meeting to report.

Treasurer's report: Janet Zimmerman presented the Treasurer's Report (attached). She indicated that the Registrations for the 2003 Conference were not included in the amount. Judy Barnes moved that the Treasurer's report be accepted as given. Diana Balint seconded the motion and the motion was passed.

Standing Committee Reports:

1. Audit: No report.
2. Bylaws: Mary Hanson reported she is ready for the Business Meeting. She was thanked by all for the work she had done on the Bylaws this past year.
3. Conference Planning: Joan Emahiser deferred to Cheryl and Preet.
4. Education: Preet Rana reported that the program is underway, otherwise, she had nothing to report. She asked that the Board recognize members of the Committee for their hard work.
5. Local Arrangements: Cheryl Putnam reported that there were a total of 73 registrants. She stated that the Conference was the result of a big team effort. She noted that aside from a few glitches the Conference got underway with no real problems.
6. Membership: Susan Kendall stated that she had posted the annual report on the Web site. She reported that as of Oct 1, there were 69 Institutional, and 104 personal members. There is also one non-paying membership for the Library of Michigan. She reported collecting a total \$4,665 in membership dues. Janet Zimmerman reported that

her numbers were higher for the amount collected, but that it could be due to the fiscal year being different from the membership year.

Janet and Susan will get together to review their figures. Susan asked about registrations that came in with dues for membership. Preet indicated that there was at least one that had come in with registration. Preet will review the registrations and give Susan the information.

Susan asked about Institutional memberships and STAT!Ref. She stated she spent a lot of time trying to get Institutional memberships paid for those participating in STAT!Ref. Mary Hanson noted that Sandy Swanson would be at the Business Meeting. Alexia asked that the Board discuss this situation at the next meeting in November. Joan noted that the Board would need to have a list of Institutional members to compare to the STAT!Ref list. Susan stated that even though she knew people at the institutions that had not paid, it was difficult to get an answer.

Susan noted that in terms of the database, the Committee had ceased sending duplicates of items, such as the newsletter. She stated that, if you are an Institutional member and a Personal member, you should get two votes for the elections and at the annual meeting.

7. Nominating Committee: Barb Platts noted that the Committee's report is on the web. She thanked the members that helped to develop the slate.

8. Publications: Arlene reported that the Committee had published three issues of *MHSLA News*. The Committee also updated the Web site, which is hosted at GMR. She said the Committee also maintains the membership directory on the site and noted a new feature includes Institutional members by personal name. She thanked the members of the Committee and those who submitted articles for the newsletter.

9. Research: Alexia noted that Carole Gilbert is still working on the article.

10. Resource sharing: Mary noted that Sandy Swanson is working on STAT!Ref billing and statistics. Mary reported that Sandy matched up IP addresses and institutions for billing purposes. She also matched the institution and the number of hits per book but was unable to do simultaneous users. She is still working on that. Mary also noted that Sandy was able to lower the price from what Harvey Brennieste had predicted.

11. Technology: Mike Simmons noted that at this time there is nothing to report.

12. Ad Hoc Committee on Group Purchasing: Joan Emahiser noted that the Committee was continuing its work. She noted that the guidelines and charge had been put up on Web site. She noted that it is still a work in progress. Joan also said that there is going to be more work done and asked if anyone had suggestions or questions, they should talk with her. She said that Arlene will post Ovid's proposal to the Web site upon s to review.

Local Reports:

1. ERHSLA: Cheryl Putnam reported that her report was on the Web. She noted that other than working on the Conference, she had very little to report. Cheryl noted that Doris Blauet would be the new EHRSLA representative.
2. GMR: Arlene Weismantel reported that the GMR continues to host the MHSLA Web site, without charge. She noted that there have been very few problems since moving the site to the GMR. Arlene stated that there are funding opportunities available, that GMR staff will consult with anyone regarding writing grants. Arlene noted her report is on the Web. She stated that there is money available for technology upgrades and personal development. She encouraged members to apply and for more information, access the GMR Web site
3. MACHIS: Alexia noted that since Marge Kars was present, it would be an appropriate time to discuss MACHIS. Marge indicated that she had resigned her position as chair last year. Mary Hanson noted that MACHIS is not in the Bylaws, but that it is considered a local group. Alexia asked that someone write a closure letter to the Board. Marge agreed to send the letter
4. MDMLG: Diana Balint, noted she had filed her report on the Web. Marilyn Kostrzewski will be the incoming representative.
5. M-MHSL: Sheila Bryant reported that John Coffey would be the new representative. She noted that their new President is Arlene Weismantel and Sheila is the new Secretary. Sheila also reported that their group hosted two teleconferences at MSU and a grant-writing workshop at Sparrow. Sheila stated that the group is working on their Bylaws and a "Power Point: Train-the-Trainer" presentation for the Spring.
6. NMHSLG: Barbara Platts reported for Susan Wischman. Barb reported that two teleconferences held by the group and that a Poster presentation on consumer health will be part of the Conference. She reported that Chris Allen had delivered a presentation at Mackinaw Island in May.
7. UPHSLA: No report.
8. WMHSLA: Maureen Watson reported that the group was proceeding with local arrangements for the next conference. She noted that the group had hosted two teleconferences including one at the Radisson Hotel, where the conference will be next year. Maureen noted that the hotel had donated one free night's stay that the group will raffle off at the Business Meeting. She asked that members visit the Poster session highlighting Kalamazoo. She noted that the theme would be "Knowledge kaleidoscope". Carol Aebli's poster will take names for drawing.

Old Business:

Alexia noted that at past meetings the Board had talked about updating policy and procedure manuals for the Committees and putting them up on the Web. Alexia stated

she would like to have the Chairs do that, and stressed the importance of the manuals being kept up to date for the next person. Alexia noted that if the outgoing people could stay available to the incoming people to answer questions, it would help.

Arlene stated that most people's manuals are in paper at present, but not in digital format. Barbara noted her manual consists of copies of old slates but no "how to" instructions. Alexia noted that all procedural documents, charges and instructions should go on Web page. Alexia also noted that when policies are made and voted on by the Board they need to be included in the manuals, so that they continue to be addressed. Cheryl noted that Local Arrangements' binder was up to date.

Maureen asked for clean copies of the minutes from past secretary.

New Business:

Alexia noted that there were problems with the Election. She noted that some procedural issues fell through the cracks. She noted that dual members only got one ballot. Members of the Board have been reviewing the situation in conversations on the Listserve. Alexia said that there are 15 dual members; the spread of the vote for President was 16. The dual memberships would not affect the election. Alexia re-stated the decisions made via the Listserve. She will tell the membership at the Business Meeting and recommend that the election stand "as is" for President and Secretary. The Nominating Committee vote could have been changed by the dual votes. Alexia spoke with two of the candidates and they agreed that they would not care. She will make a decision after she has reached the other two. If all candidates agree, we will let election results stand. If they do not agree, than a new election will be held for the Nominating Committee only.

Alexia moved that she make a statement to the members at the Business Meeting regarding the dual ballots; propose that the election stand for President and Secretary, and that she approach the candidates for Nominating Committee for their input. Once the candidates have been contacted, if they disagree, she will proceed with a new election for the Nominating Committee only. Diana seconded the motion.

Discussion: Mary noted that there is a section for special elections but not for invalid elections. LeAnn noted that any number of things could effect the elections. Alexia suggested that Joan and Mary discuss the issue as a possible Bylaws change.

A vote was called and the motion passed.

Joan reported that one of the goals of the Ad-hoc Committee was to determine where it would live in respect to Resource Sharing or Technology.

Joan reported that Harvey Brenniese sent all of the STAT!Ref information to Sandy Swanson, who will work on that project. Alexia noted that when Sandy reviewed the IP addresses, she noted that some unidentifiable institutions were using STAT!Ref under MHSLA's license.

Alexia noted that there were further discrepancies in handling of the STAT!Ref accounts, which will require an audit of the accounts and checks against STAT!Ref's records.

Mike noted that MHSLA might need an attorney, if MHSLA is going to do group purchasing in the future.

Mike moved that MHSLA retain a lawyer, with contract law, to assist MHSLA on questions on legal matters of group purchasing.

Arlene seconded the motion.

Discussion: Joan agreed to take responsibility for retaining the lawyer.

Alexia noted that once the Lawyer is consulted, a meeting of the STAT!Ref users can be called to discuss the issues.

Mike stated that all future group purchases require checks and audits. Arlene also noted that this concerns grants.

There being no further discussion, a vote was called and the motion was passed.

Arlene noted that the first NLM Grant for the Ariel implementation was filed through MPHI, not MHSLA. Mike noted that MPHI is in custody of the server but it is not being used as proxy server. Oswego memorial hospital was using the server for STAT!Ref and it was not working and they now want money back.

Arlene noted that Ann Matson at MDCH is now responsible for Harvey's work.

Maureen & Preet questioned the issue of paying the instructors for leading the workshop on Ariel. Mike noted that there was an honorarium built into the grant for the workshop.

Mike noted that MHSLA's Research Committee is responsible for the evaluation portion of the grant. The proxy server issue needs to be addressed with MPHI.

Alexia noted that someone from MHSLA would need to contact MPHI regarding status of the Ariel grant and part II of the grant as well as status of the proxy server.

Mike as Technology chair should contact MPHI. LeAnn McGaugh will talk with NLM's grant people regarding responsibilities for the grant evaluation and an extension given Harvey's departure

John said that MPHI does not own the server and that it is only for use as proxy server, then MPHI should relinquish the server if the server not used for intended purpose.

Janet asked if MHSLA should notify NLM about MPHI's grant and ask about the current status. Mike noted that it was MPHI's grant and not MHSLA's, even though MHSLA is the primary recipient of the grant. Kathy also noted that NLM would probably only discuss the grant with the principal investigator.

LeAnn stated that it would not be difficult to create surveys to get Research Committee's responsibility done.

Joan suggested that MHSLA settle the current problems before thinking about the new grant.

Mary suggested that the agendas for the meetings be more specific rather than generic and include specific issues to be discussed under old or new business.

President Elect remarks:

Joan Emahiser asked that all Incoming Chairs prepare for the November meeting: copies of the committee charges, goals and responsibilities, budget, list of members, and timeline for projects. She asked that they bring hard copies for these reports to Board Meeting.

Joan asked that for the November meeting, committee chairs make one of their goals be written procedures. Joan suggested that chairs have all their procedures in to Arlene before the January meeting.

Maureen will do procedures for what goes to Archives.

Minutes will include general reports and reserve information that is new business to go to new business. At the end of the meeting, the Secretary should give an action summary including tasks assigned and motions made.

Judy Barnes noted that there also needs to be more definitive action on decisions of the Board. She asked that the Board be more specific and make motions and vote on decisions rather than just taking a consensus.

Alexia suggested members familiarize themselves with Robert's rules of order.

Preet suggested that committee chairs review past minutes to see if any work was left undone and to pass the notes along to next chair.

Mary asked how the committee reports would be handled at the Business meeting.

Alexia noted that the agenda shows the committee reports will be given and voted on all at once, except for the Bylaws, which will be presented separately and voted on one at a time.

There being no further business to discuss, the meeting was adjourned at 8:10pm.

Respectfully submitted,

Judith A. Barnes
Secretary